

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 15, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

**PROCEDURE:**

**I. POLICE RESERVE CORPS RESPONSIBILITIES — REVISED.** In an effort to streamline and enhance the administration of the Police Reserve Corps, the Department has consolidated and transferred certain responsibilities for the Police Reserve Corps. This Order transfers the Police Reserve Administration Section from Employee Opportunity and Development Division to Training Division and the Department Police Reserve Corps Coordinator from the Office of Operations to Personnel and Training Bureau.

**A. Reserve Administration Section, Employee Opportunity and Development Division — Transferred.** The Reserve Administration Section is transferred from Employee Opportunity and Development Division to Training Division.

**B. Reserve Administration Section, Training Division — Additional Responsibilities.** The Reserve Administration Section, Training Division, shall be responsible for:

- \* Recruiting and processing qualified applicants for the Police Reserve Corps; and,
- \* Conducting background investigations for Police Reserve Corps candidates.

**C. Police Department Reserve Corps Coordinator, Office of Operations — Transferred.** The Department Police Reserve Corps Coordinator responsibilities are transferred from the Office of Operations to Personnel and Training Bureau.

**AMENDMENTS:** This Order amends Section 2/520.11, 2/525.01, 2/525.05, 2/530.01, 2/530.10, 3/252.30, 3/252.60, 3/252.70, and 3/252.80 of the Department Manual.

**II. WARRANT ABSTRACT LOG, FORM 8.12 — REVISED.** To assist the Department in complying with the settlement terms of the *Smith vs. Gates* lawsuit, the Warrant Abstract Log, Form 8.12, is being revised to ensure that a Clearance Document, Form 8.20, is issued to each person detained on a warrant subsequently determined not to be the person described on the warrant. The revision establishes a box on the Form 8.12 to indicate whether or not a Form 8.20 was given. When ensuring the appropriate disposition of a warrant abstract, the concerned watch commander shall cause an entry to be made on the Form 8.12 indicating whether or not a Form 8.20 was given.

**Form Revision:** The Warrant Abstract Log, Form 8.12, will be revised at the next routine printing. Until the revised form becomes available, watch commanders shall enter whether or not a Form 8.20 was given in the "R&I Audited" box. Existing stock shall be used until depleted.

**AMENDMENT:** This Order amends Section 5/8.12 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. ADMINISTRATIVE INTERROGATION ADMONITION — REVISED.** Current procedures require that during an internal investigation, the interrogating officer request the employee being questioned to sign and date an Employee Advisement Form, Form 1.81.5, after the Administrative Admonition of Rights has been given. This Order outlines procedures for the distribution of the Form 1.81.5, after it has been completed and signed.

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**A. Interrogating Officer — Responsibilities.** After reading the Administrative Admonition of Rights to an employee during a personnel complaint investigation, the interrogating officer shall:

- \* Request that the employee being interviewed sign and date the Employee Advisement Form, Form 1.81.5;
- \* Sign the Form 1.81.5 as the witnessing supervisor; and,
- \* Attach the Form 1.81.5 to the Personnel Complaint, Form 1.81, as an addendum.

**B. Commanding Officer — Responsibilities:** The employee's commanding officer shall ensure that the Form 1.81.5 is attached to the Personnel Complaint, Form 1.81, as an addendum and forwarded to the bureau commanding officer for review.

**AMENDMENT:** This Order amends section 3/820.07 of the Department Manual.

**AUDIT RESPONSIBILITIES:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**IV. VEHICLE IMPOUND CONTROL LOG, FORM 12.39 — REVISED.** A recent audit of vehicle impound procedures used by the Department revealed that the current Vehicle Impound Control Log, Form 12.39, did not provide the necessary supervisory controls needed by Area Vehicle Clerks and Vehicle Coordinators. This Order revises the Form 12.39 to remove obsolete references and includes completion instructions on the reverse side of the form. The revised Form 12.39 will now provide Vehicle Clerks and Area Vehicle Coordinators with an adequate control mechanism, enabling them to monitor impounded vehicles, vehicle holds, owner notifications and vehicle dispositions.

**FORMS AVAILABILITY:** The revised Vehicle Impound Control Log, Form 12.39, is available at Supply Division. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

**AMENDMENT:** This Order amends Section 5/780.80 of the Department Manual.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 22, 1988

### SUBJECT: ABSENTEE PARKING CITATIONS AND CANCELLING CITATIONS—REVISED

**PURPOSE:** The City has negotiated an agreement with Los Angeles County which implements new procedures for completing and processing absentee parking citations. In addition, a recent audit of Department citation cancellation procedures determined that current administrative procedures provided sufficient safeguards; however, the audit recommended that the reviewing authority should be the next higher level in the chain of command for those cancellations initiated at bureau level or higher. This Order revises the guidelines for the completion of absentee parking citations and cancelling citations.

### PROCEDURE:

- I. **ABSENTEE PARKING CITATION, FORM 4.49 — DEACTIVATED.** The City has developed a new absentee parking citation which combines the citation with a mailing envelope. The Absentee Parking Citation, Form 4.49, and the Pay-by-Mail-Envelopes, are deactivated.
- II. **COMPLETION OF THE REVISED ABSENTEE PARKING CITATION.** The completion of the absentee parking citation shall consist of completing all applicable items through the violation section of the citation. Officers shall refer to the Los Angeles Department of Transportation (LADOT) citation reference card to ensure that the proper abbreviations and codes are entered on the citation.

**Note:** Officers shall enter their unit designation (e.g. 1FB44, 8A53, etc.) in the space marked "Beat No."

- A. **Citation Corrections.** Corrections on the absentee citation may be made prior to issuance if an error is made in other than the vehicle identification or violation portions (Critical Fields - see attachment) and only by legibly writing over the error. Illegible corrections shall cause the citation to be cancelled and a new citation issued. Lining out errors shall not be used to correct a citation and changes shall not be made after the citation has been issued.

**Note:** The Citation Correction Request, Form 4.7, shall no longer be used to correct an absentee citation.

- B. **Cancelling Citations.** An absentee parking citation shall be cancelled and a new citation issued when an error is made in the vehicle identification or violation fields of the citation. When it is necessary to cancel an absentee parking citation, employees shall be guided by Manual Section 4/326.

**Note:** Officers making an on-scene determination that a parking meter or traffic sign is defective or illegible may cancel the citation with a Citation Cancellation Request, Form 4.45. However, when a violator has already departed and later complains that a parking meter or traffic sign was defective or illegible, the violator shall be referred to the Parking Violations Bureau for adjudication. Persons requesting the cancellation of citations issued to vehicles controlled by other City departments or governmental agencies shall be directed to Parking Enforcement Bureau, LADOT.

- III. **CITATION CANCELLATION LEVEL OR REVIEW - REVISED.** When cancellation of an absentee or personal service citation is initiated by a Department staff officer the request shall be submitted to the next higher level of review within the staff officer's chain of command for approval.

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JANUARY 22, 1988

- IV. RETENTION OF CITATION CANCELLATION REQUEST, FORM 4.45.** A copy of all approved or disapproved Citation Cancellation Requests, Form 4.45, shall be retained by the final reviewing authority in accordance with Section 12.3 of the Los Angeles Administrative Code, Records Management Program. "Citation Cancellation Requests" shall be included on the Records Retention Schedule, Form General 60, as required by the Los Angeles Administrative Code.

**FORMS AVAILABILITY:** The revised Absentee Parking Citation is available at Supply Division. Obsolete forms shall be bundled and marked "Obsolete/Destroy" and returned to Supply Division.

**AMENDMENTS:** This Order amends Sections 3/202.40, 4/326.10, 4/326.70, 4/384.60, and 5/4.45; and deletes Sections 4/318.45, 4/326.15, 5/4.49, 5/4.49.1, 5/4.49.2, and 5/4.49.4 of the Department Manual.

A handwritten signature in dark ink, appearing to read "Daryl F. Gates", is written in a cursive style.

**DARYL F. GATES**  
Chief of Police

## ATTACHMENT

### CITATION COMPLETION

Several completion changes are necessary to make the information recorded on the citation compatible with a computer data base. A sufficient number of reference cards will be supplied with the revised citations. Those cards provide the only acceptable abbreviations for state, make, body type and color of vehicle. The code 01 represents the Police Department and shall be the only entry placed in the ISSUING AGENCY box. Use only black ink when completing these citations.

Use 2 digits for each box, i.e., 01-01-86

One digit per box, begin at left and line through unused boxes

Use only if no license plate on vehicle

Use only street address if possible

Print first and last name

Record pertinent information including observation times for time-related violations and the owner, manager or attendant's name for private property violations.

Leave AREA blank, it will be deleted on next printing

Critical Fields

Unit of Assignment

Use 01 to identify Police Department

Critical Fields

OT 8001  
City of Los Angeles  
**PARKING VIOLATION**

MOON		DAY		YEAR		TIME		MOTOR NUMBER		AREA	
VEHICLE LICENSE NUMBER											
VIN											
LICENSE		STATE		NEW YEAR		MONTH		EXPIRY DATE		TYPE	
CA	Other	★				PASS	TRUCK	MOTOR	CYCLE	Other	★
VEHICLE MAKE (CIRCLE)											
CHEV	BUICK	CAD	PLYM	VOLK	TOYT	OTHER			COLOR		
FORD	OLDS	PONT	DOOG	HOND	NISS						
LOCATION										BEAT NO.	
OFFICER						SERIAL NO.			ISSUING AGENCY		
NOTES											

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Place check or money order made out to the City of Los Angeles in this envelope and mail within 10 days. If payment or request for hearing is not made within 10 days the bail will be increased. Include name and address on any printed request or response. For information or location of the nearest office phone 1-800-487-3387 or 213-625-6108.

\* Must contain code from reference card



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 5, 1988

**SUBJECT: INTERVIEW STATEMENT FORM**

**PURPOSE:** A recent audit of murder books from selected Area detective divisions revealed witness statements were not recorded in a standardized manner. This Order activates the Statement Form, Form 3.11.20, for detectives to use for recording statements.

**PROCEDURE:**

**STATEMENT FORM, FORM 3.11.20— ACTIVATED.** The Statement Form, Form 3.11.20, shall be used by investigative personnel for all murder investigations and may be used in other types of investigations to record statements of witnesses, victims, suspects, or other persons. A separate form shall be used for each interview, regardless of the number of interviews.

**Exception:** The Form 4.5 shall be used by traffic investigators when investigating traffic-related homicides.

\* **Completion**

**Statements -** The statement shall be a detailed account of the interview and shall be written in the first person. Tape recorded statements may be summarized. Verbatim statements shall be indicated by quotation marks.

Information not included elsewhere on the form should follow the statement narrative. This information may include, but not be limited to: LA, MAIN, CII Nos. (rap sheets may be attached); Miranda rights and waiver responses; description of interviewee's vehicle; gang affiliation; the interviewee's connection with the case; etc. If additional space is required, the reverse side of the form and then Continuation Sheets, Form 15.9, shall be used as needed.

**Signature of Person Interviewed -** Investigating officers should, whenever possible, have the person interviewed sign and date the interview statement. The following notation shall be included at the end of each statement prior to the signature, "I have read and agree with my entire statement which I have made freely and voluntarily". The person interviewed shall initial any corrections made to the text of the statement and at the end of the last sentence on each page used to record the statement.


\* **Distribution.**

Original — Filed in appropriate section of the Detective's Murder Book, Case Envelope, or Work Folder.

**FORMS AVAILABILITY:** The Statement Form, Form 3.11.20, is available at Supply Division. Ordering Information: Material Code No. 8513801, Unit of Issue P-100.

**AMENDMENT:** This Order adds Section 5/3.11.20, to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
DARYL F. GATES  
Chief of Police

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# OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 19, 1988

**SUBJECT: REPLACEMENT OF CITY-OWNED EQUIPMENT**

**PURPOSE:** An evaluation of the current process for replacing lost or damaged City-owned equipment has revealed the need to modify the procedures to ensure equitable and consistent handling of all cases. This Order assigns the concerned bureau commanding officer the responsibility of reviewing requests to replace City-owned equipment and also outlines procedures to ensure negligent losses of equipment are addressed through the disciplinary process.

**PROCEDURES:**

**I. REPLACEMENT OR REPAIR OF CITY-OWNED EQUIPMENT ITEMS – COMMANDING OFFICER'S RESPONSIBILITY.** Upon receipt of an Employee's Report, Form 15.7, requesting the repair or replacement of a City-owned personal equipment item (3/376.), a commanding officer shall:

- \* Cause an investigation to be made into the circumstances of the incident to verify the information regarding the theft, loss, or damage.
- \* When negligence is indicated, cause the appropriate disciplinary action to be initiated.
- \* When the request is for repair or replacement of an item which has been damaged or worn, inspect the article to determine if repair or replacement is necessary.
- \* Direct the officer requiring replacement of City-owned equipment to take the Form 15.7 to the appropriate division and obtain the item.

**Note:** A copy of the Form 15.7 shall be attached to the Requisition, Form 15.11, when submitting a request for replacement of City-owned equipment through Supply Division.

- \* Forward the findings of the investigation on an Intradepartmental Correspondence, Form 15.2, with the related documents to the employee's bureau commanding officer for administrative review.

**Note:** When investigations are conducted at the bureau level, the findings are to be forwarded to the appropriate Office for review.

**II. BUREAU COMMANDING OFFICER RESPONSIBILITIES.** Upon receiving the findings of an investigation involving theft, loss, or damage to City-owned personal equipment items, the bureau commanding officer shall:

- \* Review the investigation of the circumstances regarding the request for repair or replacement of a City-owned equipment item.
- \* Ensure the request is thoroughly investigated.
- \* When it is determined that the damage or loss was the result of employee negligence, ensure the appropriate disciplinary action has been initiated.
- \* Forward an informational copy of the Form 15.2, with the related documents, to the Commanding Officer, Fiscal Support Bureau.

**III. COMMANDING OFFICER, FISCAL SUPPORT BUREAU— RESPONSIBILITIES.** The Commanding Officer, Fiscal Support Bureau, shall review the Form 15.2 to ensure consistent handling of similar occurrences Department-wide and report to the Director, Office of Administrative Services, on developing trends.

**AMENDMENTS:** This Order amends Sections 3/376.30, 3/376.32, 3/376.40, 3/376.45, and 3/377 of, and adds 3/376.43 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
**DARYL F. GATES**  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 4, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

**PROCEDURE:**

- I. **POLICE WORK OF MAJOR IMPORTANCE.** Currently, the Department Manual does not define the term "police work of major importance", nor advise officers when they may interrupt a Code-Two call. This Order defines the term "police work of major importance" and identifies those activities which may cause officers to interrupt a Code-Two call.

**Definition.** "Police work of major importance" shall mean police activities involving the arrest, processing, and detention of felony suspects and intoxicated drivers, and activities necessary to the immediate interest of public safety and protection of life and property. Investigations shall be limited to those activities which include felonies, deaths, serious injuries, and City-property involved traffic accidents involving injuries or substantial property damage.

**Officers' Responsibilities.** Officers responding to a "Code-Two" radio call shall only be interrupted to perform police work of major importance or to respond to a higher priority radio call. That determination should be based upon the comparative urgency of the assigned call and the intervening incident.

**Note:** When the determination to interrupt the response to a Code-Two call is initiated by the officers themselves, they shall notify and request the Communications Division operator to immediately reassign the call. Additionally, officers shall request a Department supervisor to meet them at the scene of the incident which necessitated the delay. Officers need not request a supervisor when their Code-Two call is interrupted under the direction of either Communications Division or a Department supervisor.

**AMENDMENTS:** This Order amends Sections 0/030 and 4/120.40 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Communications Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **BAIL REDUCTION PROCEDURES— REVISED.** For several years Los Angeles County Jail facilities have been severely overcrowded. The anticipated settlement of the *Youngblood vs. Gates*, lawsuit will require the Department to use every means possible to reduce jail overcrowding, including taking reasonable steps to ensure that every pre-arraignment prisoner is notified of their right to make a bail reduction or own recognizance (OR) release request. In test Areas, these procedures have proven remarkably successful in reducing jail overcrowding without significantly increasing the number of prisoners who fail to appear for arraignment. This Order implements procedures when the Department receives a request for a bail reduction from the Pretrial Services Division staff of the Superior Court.

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- A. **Detective Headquarters Division — Responsibilities.** When notified by the Pretrial Services Division staff of the Superior Court that a prisoner has requested a bail reduction, Detective Headquarters Division shall contact the concerned investigating officer or Area watch commander and advise them that the prisoner is seeking a bail reduction.
- B. **Area Watch Commanders or Investigating Officer — Responsibilities.** The concerned Area watch commander or investigating officer shall be responsible for conducting a prompt inquiry into the circumstances of the arrest to determine if the Department is opposed to a bail reduction or OR release and notifying the Pretrial Services Division staff of the Department's position.

**AMENDMENT:** This Order adds Section 4/680.35 to, and amends Section 2/1042.31 of, the Department Manual.

**AUDIT RESPONSIBILITIES:** The commanding officer of each operations bureau shall monitor compliance with this directive in compliance with Department Manual Section 0/080.30.

- III. **BOOKING EXCESS PERSONAL PROPERTY FOR CALIFORNIA HIGHWAY PATROL ARRESTEES.** Currently, the Department does not accept excess personal property belonging to an arrestee booked by a California Highway Patrol (CHP) Officer. Occasionally, these arrestees require crutches, canes, special footwear, or other devices in order to enhance their mobility. This Order requires jail personnel to accept excess personal property required for the mobility of any CHP arrestee.


**Jailers — Responsibilities.** Effective immediately, when booking a CHP arrestee into the City jail system, items that are necessary for the mobility of that arrestee (special shoes, crutches, canes, etc.) shall be packaged separately as excess personal property.

**AMENDMENT:** This Order amends Section 4/645.20 of the Department Manual.

**AUDIT RESPONSIBILITIES:** The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. **REVIEW OF ARTICLES FOR PUBLICATION — REVISED.** Currently, Department Manual Section 3/779.25 assigns responsibility for administrative review of all material submitted by Department employees for publication to the Director, Office of Special Services. Under the newly established Department Publishing Program, this responsibility falls logically to the Director, Office of Administrative Services. This Order reassigns responsibility for administrative review of materials submitted for publication to the Director, Office of Administrative Services.

**AMENDMENT:** This Order amends Section 3/779.25 of the Department Manual.



DARYL F. GATES  
Chief of Police

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## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 18, 1988

**SUBJECT: TRANSPORTING PHENCYCLIDINE (PCP) BY FIELD PERSONNEL**

**PURPOSE:** Phencyclidine's (PCP) unusually hazardous nature coupled with the fact that it can be absorbed through the skin requires that officers exercise caution when handling and transporting PCP or its analogs from the field to a Department facility. Research has determined that the safest method of transporting PCP is in a plastic bucket, containing a lightweight absorbent material, sealed with a plastic lid. This Order establishes handling procedures for transporting PCP or its analogs.

### **PROCEDURE:**

#### **I. PHENCYCLIDINE (PCP) – HANDLING PROCEDURES.**

**A. Employee - Responsibilities.** An employee handling seized quantities of Phencyclidine (PCP) or its analogs shall:

- \* **Not smoke;**
- \* Ensure that there are no flames in the immediate vicinity;
- \* Avoid unnecessary contact with the container or cigarettes containing PCP;
- \* Handle the container or cigarettes only while wearing protective plastic gloves;
- \* Secure the container of PCP to avoid any excess seepage;
- \* Place the secured PCP container into a plastic bucket containing vermiculite (absorbent material) as soon as practicable and seal the bucket with a plastic lid; and,
- \* Place the sealed plastic bucket into the trunk of the police vehicle and transport it to the appropriate Department facility and immediately book the PCP as outlined in Manual Section 4/540.72.

**Note:** The plastic bucket shall be booked only in those situations when the PCP spills into the vermiculite while being transported. When the PCP spills, officers shall leave the PCP in the bucket and ensure that the bucket is sealed and booked according to established booking procedures. Scientific Investigation Division (SID) can analyze the PCP even though it has spilled into the vermiculite.

Plastic gloves, plastic containers, vermiculite, and lids are available from Supply Division. If the PCP does not fit into the plastic bucket, employees shall comply with Department Manual Section 4/212.49.

**B. Commanding Officer – Responsibilities.** Commanding officers shall maintain an adequate supply of plastic gloves, buckets, vermiculite, and lids in a safe and accessible place as follows:

**Patrol/Traffic/Metropolitan Divisions.** Ensure that an adequate supply of equipment is maintained in each patrol police vehicle.

**Detective/Specialized Divisions and Sections.** Ensure that the equipment is available for use whenever it is required by personnel under their command.

**DISTRIBUTION "A"**

MARCH 18, 1988

**AVAILABILITY.** The plastic gloves, buckets, vermiculite, and lids are available at Supply Division.

Order Information:	Buckets	Material Code No. 9350653, Issue Unit Each;
	Lids	Material Code No. 9350654, Issue Unit Each;
	Vermiculite	Material Code No. 6750210, Issue Unit Bag.

**AMENDMENT:** This Order amends Section 4/540.72 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



# OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

APRIL 22, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. **POLICE COMMISSION DISTINGUISHED SERVICE AWARD.** To honor citizens and employees of other City departments who have provided exemplary service to this Department, the Board of Police Commissioners recently introduced the Police Commission Distinguished Service Award. This Order outlines the procedures for awarding the Police Commission Distinguished Service Award.

**Police Commission Distinguished Service Award.** The Police Commission Distinguished Service Award is the Department's highest award for service and may be awarded to citizens and employees of other City departments who distinguish themselves by performing exceptional service to this Department or by performing in a stressful emergency situation with good judgment and bravery.

The Police Commission Distinguished Service Award is awarded by the Board of Police Commissioners in the name of the Department and presented by the President of the Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, and citation.

**Commendations Board Responsibilities.** The Commendations Board shall be responsible for forwarding reports worthy of consideration for the Police Commission Distinguished Service Award to the Chief of Police.

**Commendation Reports Approved by the Chief of Police.** Commendation Reports, Form 1.18, recommending the Police Commission Distinguished Service Award received from the Commendations Board and approved by the Chief of Police will be submitted to the Board of Police Commissioners for final review.

**AMENDMENTS:** This Order amends Sections 2/092.20, 3/756.10, and 3/756.50 of the Department Manual.

- II. **RECONCILIATION OF HOLIDAY PAY FOR SWORN EMPLOYEES ON WORKERS' COMPENSATION STATUS (STATE-RATE).** To ensure that sworn employees on workers' compensation status (state-rate) as a result of their duty related illness or injury receive their full entitlements for scheduled holidays, this Order requires that their commanding officer forward an Intradepartmental Correspondence, Form 15.2, to Fiscal Operations Division, denoting the inclusive dates that the employee was on state-rate status. The Form 15.2 shall be completed, as soon as practical, upon the employee's return to duty. Upon receipt of the Form 15.2, Fiscal Operations Division shall verify the dates the employees were on state-rate against the time-sheet, to reconcile cash payment for those holidays that were paid at state-rate to the employees.

**AMENDMENT:** This Order amends Section 3/702.30 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**DISTRIBUTION "A"**

**III. SUPPLEMENTAL CHARGE FOR PAROLE OR PROBATION VIOLATOR-**

**REVISED.** Current Manual provisions require that a teletype be sent to the Department jail facility housing an arrestee when a parole or probation officer requests a "hold". However, no provisions exist to ensure that the parole or probation agent information is available to the jail supervisor for follow-up purposes in the event that the authorization teletype is not received within the required one-hour time period. This Order revises those procedures.

Effective immediately, the supervisor approving the booking for a parole or probation violation shall record the following information on the Booking Recommendation, Form 12.31:

- \* The name and telephone number of the parole or probation agent approving the hold; and,
- \* The time the telephonic hold was placed.

**AMENDMENTS:** This Order amends Sections 4/646.15 and 5/12.31-01 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each geographic bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**IV. DETECTIVE HEADQUARTERS DIVISION RESPONSIBILITIES-REVISED.** A

review of Detective Headquarters Division (DHD) responsibilities revealed that certain special duties and functions are outdated and no longer required. This Order deletes these special duties from DHD's responsibilities.

Effective immediately, Detective Headquarters Division will no longer be responsible for the following special duties/functions:

- \* Maintaining files of wanted firearms;
- \* Maintaining files of tear gas permits;
- \* Maintaining files of Bureau of Identification gun clearance teletypes;
- \* Maintaining files of military firearms burglaries;
- \* Maintaining files of gun shop burglaries;
- \* Maintaining files of City Attorney and Attorney General opinions regarding deadly weapons control laws; and,
- \* Processing firearms booked at Property Division by specialized units.

Detective Headquarters Division shall maintain the following additional special files:

- \* Protective tear gas systems; and,
- \* Retail sales tear gas permits.

**AMENDMENTS:** This Order amends Sections 2/1042.21 and 2/1042.23 of the Department Manual.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

MAY 6, 1988

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

**I. DRUG PREVENTION/EDUCATION PRESENTATIONS.** To ensure that presentations at schools within the City conform to the concepts and philosophies of the Drug Abuse Resistance Education Program (DARE), this Order establishes procedures to be followed by officers prior to making any drug prevention/education presentation and assigns the coordination of these presentations to the Commanding Officer, Bureau of Special Investigation.

**A. Officers' Responsibilities.** Officers intending to make any drug prevention presentation, to either a student or parent group, at any school within the City of Los Angeles shall:

- \* Notify the Officer-in-Charge, DARE Section, Bureau of Special Investigation, at least one week prior to the scheduled appearance;
- \* Provide the name and address of the school;
- \* Indicate the date and time of the presentation; and,
- \* Indicate the subject matter of the presentation.

**B. DARE Section — Responsibility.** The Officer-in-Charge, DARE Section, shall maintain City-wide liaison with geographic Area commanding officers and community relations officers-in-charge to ensure that drug related presentations at public or private schools adhere to the philosophical principles advocated by DARE. If the Officer-in-Charge, DARE Section, determines that the drug prevention/education would be more appropriately given by a member of the DARE staff, the Officer-in-Charge shall assume responsibility for the presentation.

Additionally, the DARE Section shall be responsible for:

- \* Establishing and maintaining liaison with the Los Angeles Unified School District and other agencies to ensure that Drug Abuse Resistance Education is presented to elementary and junior high school students.
- \* Ensuring that the DARE drug prevention curriculum remains consistent with current trends and needs.
- \* Providing officer/instructors to teach drug resistance education in the elementary and junior high schools within the City of Los Angeles.
- \* Maintaining liaison with other city, county, state, and federal drug and alcohol prevention agencies and institutions in furtherance of the DARE program.
- \* Providing training to DARE officer/instructors.
- \* Coordinating DARE program public appearances.
- \* Gathering, correlating and disseminating information related to drug abuse resistance education.
- \* Maintaining a control log of all requests made for drug prevention/education presentations at public or private schools within the city.

**C. Commanding Officer, Bureau of Special Investigation — Responsibility.** The Commanding Officer, Bureau of Special Investigation, shall ensure that the DARE Section, Bureau of Special Investigation, maintains a control log of all requests made for drug prevention/education presentations at public or private schools within the City.

**DISTRIBUTION "A"**

**AMENDMENTS:** This Order amends Sections 2/808, 3/778, 5/030.50, and 5/080.92 of, and adds Sections 2/860 and 2/860.05 to, the Department Manual.

**AUDIT RESPONSIBILITIES:** The Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**II. VICE REPORT, FORM 3.18 (FOLLOW-UP) COMPLETION — REVISED.** During a one-year pilot program within the Office of Operations, an abbreviated Vice Report, Form 3.18, was used to document vice investigations at locations where chronic vice conditions exist. As a result of the pilot program, it was determined that the use of the abbreviated Vice Report reduced the administrative workload and allowed vice officers more time to conduct field investigations. This Order establishes procedures concerning the use and completion of an abbreviated Form 3.18.

The abbreviated Vice Report, Form 3.18, may be used by officers to report an existing recurring vice condition in which at least one Form 3.18 has been prepared identifying that condition during the preceding 12 month period.

**Note:** The abbreviated reporting procedure may be used only on the "Summary of Investigation" portion of the Vice Report, Form 3.18 (Follow-Up), and not on the original of the Vice Report, Form 3.18, reporting the condition.

Officers who desire to use the abbreviated Vice Report, Form 3.18 (Follow-Up), reporting procedure shall:

- \* Obtain supervisory approval.
- \* Complete the top half of the Form 3.18 according to existing requirements.
- \* Enter brief investigation results under the heading "Investigation."
- \* Enter a short summary under the heading "Summary of Investigations."
- \* Enter a brief explanation for clearing the case under the heading "Reason for Clearing Case."
- \* Report the number of arrests and hours worked at the complained of location.

Vice supervisors shall ensure that prior to approving use of the abbreviated format, approval is requested and received from the concerned Area commanding officer.


**AMENDMENT:** This Order adds Section 5/3.18-15 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Vice Division, and the commanding officer of each geographic Area shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. NOTIFICATION OF GRIEVANCE/DISCRIMINATION COMPLIANTS.** Currently, the Manual does not require that bureau commanding officers or Office Directors be notified of a grievance and/or discrimination complaint within their line command. This Order requires that the involved employee's bureau, or Office if the occurrence is at bureau level, be provided with an informational copy of grievances and/or discrimination complaints at each level of the review process, as soon as practical.

**AMENDMENT:** This Order amends Sections 3/745.10 and 3/748.15 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Employee Relations Administrator, Office of the Chief of Police, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



# OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

MAY 27, 1988

**SUBJECT: RECORDS AND IDENTIFICATION DIVISION AND JAIL FUNCTIONS—REVISED**

**PURPOSE:** Advancements in the area of telecommunications and the implementation of the Decentralized Automated Booking Information System (DABIS) have made it possible to update certain Records and Identification Division (R&I) and Jail Division procedures. This Order deletes the responsibility of R&I to maintain a log of all telegrams and radiograms; decentralizes the processing of certain misdemeanor arrest reports and Release from Custody (RFC) related arrest reports to geographic Area records units within Operations-Central Bureau (OCB) and Hollywood Area; and revises the notification of prisoner release.

## PROCEDURE:

### I. RELEASE FROM CUSTODY (RFC) — REVISED.

**Area Records Unit — Responsibilities — Revised.** Area records units within Operations-Central Bureau shall be responsible for duplicating and distributing all reports for arrestees who are released from custody.

**Note:** The Specialized Reports Distribution Unit (SRDU), Records and Identification Division, is still responsible for duplicating and distributing all misdemeanor and RFC related arrest and continuation reports when a misdemeanor arrestee is booked at Jail Division or Sybil Brand Institute. (Hollywood Area Records Unit shall process Hollywood misdemeanor arrest reports.)

### II. HOLLYWOOD AREA RECORDS UNIT — RESPONSIBILITIES — REVISED.

The Hollywood Area Records Unit shall be responsible for duplicating and distributing all reports for misdemeanor arrestees who are arrested within Hollywood Area and booked into the County Jail System.

### III. RECORDS AND IDENTIFICATION DIVISION, WARRANT/TELETYPE SECTION—SPECIAL DUTIES — DELETED.

The Warrant/Teletype Section shall no longer establish message formats or maintain a log of all telegrams and radiograms received or transmitted by the Department.

### IV. NOTIFICATION OF PRISONER RELEASE TELETYPE — REVISED.

A computer generated message reporting the release of a prisoner from LAPD custody shall be sent *immediately* to the Automated Jail Information System (AJIS) via the Network Communication System (NECS) RL13 format. The message, when appropriate, shall also be directed to:

- \* The concerned division or sheriff's station when the release is the result of an Order to Release Prisoner Teletype.
- \* Detective Headquarters Division and the concerned investigating officer when either an adult arrestee was booked on a felony charge or the arrestee is a juvenile.

Notification of Prisoner Release messages sent to locations other than AJIS shall contain the following information:

- \* Prisoner's booking number.
- \* Prisoner's last name, first name, middle initial.
- \* Date of birth.
- \* Booking location.
- \* Reason for release.
- \* Originating agency.
- \* Name of officer releasing prisoner.
- \* Serial number of officer releasing prisoner.


**DISTRIBUTION "A"**

MAY 27, 1988

**Note:** When a prisoner is released to the transportation unit of the Los Angeles County Sheriff's Department, a notification to AJIS shall be sent via the Network Communication System (NECS).

**AMENDMENTS:** This Order amends Sections 2/620.31, 2/620.33, 4/165.32, and 4/216.65 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officers of Support Services Bureau, Operations-Central Bureau, and Operations-West Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



# OFFICE OF THE CHIEF OF POLICE

**SPECIAL ORDER NO. 10**

**JUNE 10, 1988**

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. **RESPECT FOR OTHERS.** A lack of respect among employees undermines the integrity of employee relationships, lowers morale, and interferes with the efficiency of Department operations. The Los Angeles Police Department is part of a racially, ethnically, culturally, and socially diverse community. As a part of that community, this Department reflects the same diversity among the ranks of its employees. This Order states Department policy which ensures that a healthy working relationship is fostered among all employees and provides each employee with the opportunity to perform to his or her fullest potential.

**POLICY:**

The cosmopolitan nature of the City is reflected in the diversity of Department employees. In such a diverse environment, biases or prejudices relating to factors such as race, ethnicity, sex, age, economic status, position in the community, or employee status with the Department must not be allowed to influence decision making or conduct involving other employees. While employees are entitled to their personal beliefs, they must not allow individual feelings or prejudices to enter into professional contacts. Employees must treat one another with respect and be constantly mindful that other people are individuals with emotions and needs as significant as their own.

Respect for individual dignity is an integral part of the Department's management philosophy and must be practiced by everyone. Employees shall treat all persons with respect and courtesy, and conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other members of the Department.

**AMENDMENT:** This Order adds Section 1/210.13 to the Department Manual.

- II. **TIME LIMIT FOR INVESTIGATION OF PERSONNEL COMPLAINTS – REVISED.** In November of 1985, Administrative Order No. 7, Moratorium on Formal Extensions of Personnel Complaints, placed a moratorium on the requirement to request extensions for personnel complaint investigations, and required office directors and bureau commanding officers to monitor personnel complaint investigations conducted within their commands. During the Moratorium, it was shown that requests for extensions of personnel complaint investigations are more appropriately handled at the bureau level. Consequently, this Order transfers the responsibility for approving an extension of the 30-day time limit for personnel complaint investigations from the Director, Office of Special Services, to the appropriate office director or bureau commanding officer.

Office directors and bureau commanding officers shall monitor personnel complaint investigations conducted within their commands. Any extension of the 30-day time limit for a personnel complaint investigation requires the approval of the appropriate office director or bureau commanding officer.

**Note:** The Internal Affairs Division report entitled, "Quarterly Statistical Report of Personnel Complaints Investigated by Division/Area," may be used as a resource tool to assist staff and command officers in monitoring the timely completion of personnel complaint investigations.

**AMENDMENT:** This Order amends Section 3/820.01 of the Department Manual.

**DISTRIBUTION "A"**

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. REPORTING DAILY JAIL POPULATION.** To effectively manage overcrowding in Department jail facilities, it is essential that jail population information be made available to Jail Division in a timely manner. In addition to established prisoner count procedures, this Order requires the watch commanders of Department jail facilities to report the prisoner population of their respective jails to the Watch Commander, Jail Division.

Watch commanders of Department jails shall telephonically contact the Jail Division Release Desk (extension 5-2555) at the beginning of each watch, or as soon as practical thereafter, and provide the current in-custody population total for their facility, including:

- \* The number of felony and misdemeanor arrestees; and,
- \* Space available for additional arrestees.

**Note:** The watch commander shall also report any unusual arrest activity occurring or anticipated during the affected watch (i.e., task force operation, unusual occurrence, etc.).

**AMENDMENT:** This Order amends Section 4/652.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**IV. PHOTO WORK ORDER, FORM 15.44 — REVISED AND RETITLED.** The Photo Work Order, Form 15.44, is used to request reproductions of photographs from Scientific Investigation Division (SID). This Order retitles and revises the Photo Work Order to provide a more comprehensive and streamlined form, and eliminates use of the form to request reproduction of reports. Additionally, this Order deletes the use of the Investigation Request, Form 12.1, by Department personnel for photographic services requests. These revisions are necessary to assist SID in the timely processing of requests for photographic services and investigation requests.

**A. Photo Work Order, Form 15.44 — Retitled and Revised.** The Photo Work Order, Form 15.44, is retitled Photographic Services Request and revised to include investigation requests to Scientific Investigation Division (SID).

**Use of Form.** This form is used to record requests for photographic services from SID. Scientific Investigation Division personnel assigned to perform the service(s) requested will complete applicable sections of the form.

**Note:** The Photographic Services Request, Form 15.44, shall not be used to request reproduction of reports.

**Distribution.**

- 3 — Original and 2, Photographic Section, SID.
- 1 — Retained by requesting employee.
- 
- 4 — Total

JUNE 10, 1988

- B. Use of Investigation Request, Form 12.1 — Revised.** The Investigation Request, Form 12.1, is revised to delete its use by Department personnel for photographic services requests. The Form 12.1 shall still be used to request latent print services from Scientific Investigation Division.

**Distribution**

3 — Original and 2, SID.

**FORMS AVAILABILITY:** The revised Photographic Services Request, Form 15.44, is available at Supply Division. Return unused stock of the Photo Work Order, Form 15.44, to Supply Division, bundled and marked "Obsolete-Destroy." The Investigation Request, Form 12.1, will be revised at the next routine printing. Existing stock shall be used until depleted.

**AMENDMENTS:** This Order amends Sections 5/12.1 and 5/15.44.0 of the Department Manual.

- V. PARADE PERMIT APPLICATION, FORM 2.57 — REVISED AND RETITLED.** The Parade Permit Application, Form 2.57, is used to make application to the Police Commission for a permit to conduct a special event within the City. This Order retitles and revises the Parade Permit Application to provide more accurate information from the requestor and eliminate obsolete terminology from the form. This revision is necessary to assist the Police Commission and Tactical Planning Section in evaluating requests for special events to be held within the City. The Parade Permit Application is retitled Special Event Application.

**FORMS AVAILABILITY:** The revised Special Event Application, Form 2.57, is available at Supply Division. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

**AMENDMENT:** This Order amends Section 5/2.57 of the Department Manual.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JULY 1, 1988

**SUBJECT: PACKAGING OF DRUGS AND NARCOTICS EVIDENCE**

**PURPOSE:** The proper control of narcotics evidence is a primary concern to the Department. Such control establishes continuity of evidence for court and protects Department employees against allegations involving mishandling of the evidence. Recently, it was noticed that the seals on a number of Analyzed Evidence Narcotics Envelopes had come unglued and that other envelopes had their contents exposed because the narcotics inside had eaten through the paper. This Order amends the procedures for the packaging of narcotics evidence so that the integrity of each narcotics envelope is maintained.

**PROCEDURE:**

**I. BOOKING EMPLOYEE — RESPONSIBILITIES.** An employee seizing narcotics or dangerous drugs shall:

- \* Heat seal a plastic numbered property bag immediately above the perforated numbers, place the narcotics evidence in the bag and heat seal it prior to placing the evidence in an Analyzed Evidence Narcotics Envelope, Form 12.51.3.

**Exception:** Plant material shall not be placed in a plastic bag before being placed into an Analyzed Evidence Narcotics Envelope.

- \* Write the number of each plastic property bag in the narrative section of the Property Report, Form 10.1.

**Note:** Narcotics evidence weighing a kilo or more shall be placed in a plastic numbered property bag and placed in a cardboard box. The box shall be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence Narcotics Envelope, Form 12.51.3, shall be attached to the outside of the cardboard box.

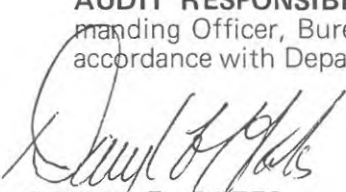
**Note:** Dispose of the Preliminary Drug Test Kit once the test has been completed. The test kit shall not be booked into evidence.

**II. WITHDRAWING NARCOTICS.** Department employees withdrawing narcotics evidence from a sealed plastic property bag shall rebook the evidence by cutting off the number of the plastic property bag previously used and placing it into the new plastic property bag prior to heat sealing it as previously described. A Follow-up Report, Form 3.14, shall be completed listing the numbers of the plastic property bags in the narrative of the report.

**Exception:** Scientific Investigation Division (SID) criminalists assigned to the Narcotics Analysis Unit shall write the numbers of the plastic property bags in the narrative section of the Analyzed Evidence Report, Form 12.20. No Follow-up Report, Form 3.14, shall be completed.

**AMENDMENT:** This Order amends Sections 4/540.70 and 4/258.25 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JULY 15, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. **OBTAINING STATE AND COUNTY ARREST HISTORY RECORDS FOR FELONY NARCOTICS RELATED ARRESTS.** State and County Arrest History Records (Rap Sheets) have a significant role in the pre-booking process. Information contained on the Rap Sheets may enhance booking charges, affect bail enhancements, and identify probation and parole violators. This Order expands the responsibility of arresting officers to obtain Rap Sheets for all adult felony narcotics related arrests.

**Arresting Officer's Responsibility.** Officers making an adult felony narcotics related arrest, when the assigned investigative responsibility is Narcotics Division, shall:

- \* Obtain a State and County Arrest History Record (Rap Sheet) for each arrestee from the Network Communications System (NECS) through their Area/division records unit prior to obtaining a booking recommendation;
- \* Attach a copy of the arrest record to the original Arrest Report, Form 5.2; and,
- \* Check the appropriate "Rap Sheet attached" checkbox on the face of the arrest report.

**Note:** When an arrestee's Rap Sheet cannot be obtained within a reasonable period of time (not to exceed 15 minutes after initial inquiry), an explanation for not acquiring the record and the name(s) and date(s) of birth used for the inquiry shall be included in the narrative portion of the arrest report. Current procedures regarding Rap Sheets for misdemeanor arrests are not affected by this Order.

**Supervisor's Responsibility.** Supervisors approving any narcotics related arrest report shall ensure a copy of the arrestee's Rap Sheet is attached or an appropriate explanation is contained in the narrative.

**Area/Division Records Unit — Responsibilities.** Records unit personnel shall distribute five copies of the Arrest Report, Form 5.2, with two copies of the arrestee's Rap Sheet to Narcotics Division for all narcotics related arrests when the investigative division is Narcotics Division.

**Exception:** A copy of the arrestee's Rap Sheet shall *not* be forwarded to Records and Identification Division with the original arrest report.

**AMENDMENT:** This Order amends Section 5/5.2 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **EMPLOYEE DETAINED FOR PROSECUTABLE OFFENSE OUTSIDE THE CITY.** Currently, the Manual does not state specifically that a Department employee who is detained/arrested or implicated in an offense committed outside the City is required to notify the Department. This Order requires any Department employee who is detained/arrested, or named as a principal in a written crime report or complaint for an offense committed outside the City, to notify the Department of the investigation and detention/arrest.

**DISTRIBUTION "A"**

When a Department employee is detained/arrested, and without option, transported to a jail or police facility for any offense committed outside of the City, or when a Department employee has knowledge that he or she has been named as a principal in a written crime report or complaint filed with any police agency regarding an offense committed outside of the City, the following notifications shall be made by both the involved employee and any other employee who has knowledge of such involvement of a Department employee:

- \* Internal Affairs Division.

**Note:** When Internal Affairs Division is closed, the notification shall be made to Detective Headquarters Division. The Watch Commander, Detective Headquarters Division, shall notify the on-call Internal Affairs Division investigating officer.

- \* Commanding officer of the concerned employee.

**Note:** Notwithstanding the above, nothing in this procedure is intended to abrogate any appropriate claim of privilege.

**AMENDMENT:** This Order amends Section 3/838.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. CITY- PROPERTY- INVOLVED TRAFFIC ACCIDENT REPORTING--REVISED.** Currently, a Traffic Accident Report, Form 4.01, must be completed when a traffic accident involves City property. This procedure can result in the accident being unnecessarily reflected on an employee's driving record and result in increased insurance premiums. This Order revises and streamlines the procedures for reporting minor City-Property-Involved (CPI) damage traffic accidents using a Traffic Accident Report, Form 4.01, as an Employee's Report. This procedure shall only apply to minor property damage accidents where no injuries are involved and all involved vehicles and property are owned by the City of Los Angeles.

An officer investigating a traffic accident involving only City property shall complete a Traffic Accident Report, Form 4.01. The Form 4.01 shall be processed as an internal report only (similar to an Employee Report, Form 15.7) when:

- \* There are no injuries;
- \* All vehicles and "property other" parties involved are owned by the City of Los Angeles;
- \* The accident involves *minor* property damage (small dents or paint transfer) only; and,
- \* A supervisor's approval has been obtained.

Sections 3/711, 3/712, and 4/213 of the Department Traffic Manual contain completion instructions for the Form 4.01 when processed as an internal report.

**AMENDMENTS:** This Order amends Sections 4/415.10, 4/440.25, and 5/4.1-30 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Department Traffic Coordinator shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

**IV. ASSIGNMENT OF UNITS TO ALARM CALLS.** The Department expends thousands of workhours responding to calls generated by the activation of alarms. Over 95% of these calls are false, causing an unnecessary drain on the Department's limited resources. Los Angeles Municipal Code Section 103.206 requires all locations with alarm systems in the City to possess a permit from the Board of Police Commissioners. This Order revises the Department Manual regarding the dispatching of patrol units in response to calls generated by the activation of alarms.

Communications Division personnel who receive a call from an alarm company, generated by the activation of an alarm, shall determine the type of alarm being reported, obtain the Board of Police Commissioners' (BOPC) permit number, and dispatch a patrol unit as follows:

**Burglary Alarms.** A patrol unit shall be dispatched *only* when a valid Board of Police Commissioners (BOPC) permit number is provided for a burglary (459 silent) alarm. A patrol unit shall be dispatched when a private citizen reports an alarm activation, whether or not the citizen can provide a permit number.

**Robbery Alarms.** A patrol unit shall be dispatched for *all* robbery (211 silent) alarms. If a valid BOPC permit is not provided, Communications Division shall notify Commission Investigation Division.

**AMENDMENT:** This Order adds Section 4/120.77 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Bureau, and the Assistant to the Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. ADDRESS AND PHONE NUMBER RECORD FORM, 1.20—REVISED.** Experience in situations involving seriously injured officers or officers killed in the line of duty has shown that the trauma of notification made to the officer's family can be reduced if such notification is made with the assistance of a friend of the deceased or injured officer. To provide additional resources to commanding officers making such notifications, the Address and Phone Number Record, Form 1.20, has been revised to permit the optional listing of two personal friends who are members of the Department. The listed employees may be contacted to assist in notifying the next of kin when an employee is seriously injured or dies.

**Note:** The Form 1.20 will be revised at the next routine printing. Until the revised forms become available, designated employees may be listed on the back side of the form.

**AMENDMENT:** This Order amends Section 5/1.20 of the Department Manual.

- VI. HOMICIDE INFORMATION TRACKING MANAGEMENT AUTOMATION NETWORK (HITMAN) FORMS—ACTIVATED.** The Homicide Information Tracking Management Automation Network (HITMAN) is an intradepartmental automated system capable of providing investigative and statistical information related to homicide investigations and is maintained by, and accessed through, Robbery-Homicide Division (RHD). The value of HITMAN is contingent upon the accuracy of the information provided by detectives investigating homicides. To assist in the collection and dissemination of homicide-related information between divisional detectives and the Homicide Auditor, RHD, this Order activates the Master Report Information, Form 3.11.8; Victim and Crime Information, Form 3.11.9; Suspect Information, Form 3.11.10; and Vehicle Information, Form 3.11.11, forms to be used in conjunction with HITMAN.

**Use of Form.** Detectives having investigative responsibility for homicides shall use these forms to report, update, or correct information relating to homicide investigations.

**Exception:** Incidents involving a death which results from the actions of a Department employee, or any incident excluded upon the direction of the Commanding Officer, RHD.

The completed reports shall be forwarded to the Homicide Auditor, RHD, within five calendar days after initiating the investigation.

JULY 15, 1988

**Distribution.**

1 — Original, Murder Book or the appropriate case folder, upon return from RHD.

**FORMS AVAILABILITY:** Copies of the Master Report Information, Form 3.11.8; Victim and Crime Information, Form 3.11.9; Suspect Information, Form 3.11.10; and Vehicle Information, Form 3.11.11, provided with Office of Operations Order No. 23, 1986, Homicide Information Tracking Management Automation Network (HITMAN), shall continue to be photocopied as needed until they become available through Supply Division.

**AMENDMENTS:** This Order adds Sections 5/3.11.8, 5/3.11.9, 5/3.11.10, and 5/3.11.11 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**VII. NOTIFICATION OF PRETRIAL DESTRUCTION OF CONTROLLED SUBSTANCE—REVISED.** The Department is currently required to notify the Chief, Bureau of Investigation and Narcotics Enforcement (BNE), Department of Justice, in writing regarding the pretrial destruction of a controlled substance. Recently, the Health and Safety Code was amended to delete this requirement and to allow the Chief of Police to act as the determining authority for the pretrial destruction of suspected controlled substances. This Order deletes the requirement to provide written notification to BNE when the Chief of Police authorizes the pretrial destruction of a controlled substance.

**AMENDMENT:** This Order amends Section 4/565.43 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JULY 29, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. PROCEDURES FOR IMPLEMENTING VEHICLE CODE SECTION 23140.** Assembly Bill 2831 enacted Vehicle Code (VC) Section 23140(a), Juvenile Offenses Involving Alcohol, effective January 1, 1987, which makes it an infraction for a person under the age of 18 years (juvenile) to operate a motor vehicle with a blood-alcohol level of .05 percent or higher. The Assembly Bill also requires a juvenile found to have committed a violation of this Section to participate in an alcohol education program. This Order implements the provisions of 23140(a) VC.

Effective immediately, an officer conducting an investigation involving a juvenile who was operating a motor vehicle and has a blood alcohol level of .05 percent or above *may*, when all the elements of 23152(a) VC (Driving Under the Influence) are not present, issue a Personal Service Citation for a violation of 23140(a) VC.

**Note:** Section 23140(a) VC is an additional offense. It does not preclude the enforcement of 23152(a) VC.

When a juvenile is cited for a violation of 23140(a) VC, the citing officer shall:

- \* Complete an Arrest Report, Form 5.2, titled 602 WIC, 23140(a) VC; type of arrest is "O" — Other;
- \* Obtain a booking number and fingerprint and photograph the juvenile;
- \* Complete a Driving Under the Influence Arrest Report (Continuation), Form 5.2.5;
- \* Attach both copies of the Personal Service Citation to the Arrest Report, Form 5.2; and,
- \* Release the juvenile to a parent or guardian.

**DISTRIBUTION:** The Personal Service Citation and Arrest Report shall be forwarded to the Area Juvenile Coordinator for distribution in accordance with the procedures outlined in Department Manual Section 5/5.2-88. The juvenile disposition portion on the Arrest Report, Form 5.2, shall be marked in Box No. 16 "OTHER: JUVENILE TRAFFIC INFRACTION".

**AMENDMENTS:** This Order adds Section 4/346.45 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. ELIMINATION OF THE TEN PERCENT BAIL OPTION.** Section 1269(d) of the Penal Code has been repealed. Defendants charged with a misdemeanor offense are no longer eligible to be released upon the posting of ten percent of the scheduled bail with the Department. This Order revises the Department bail acceptance procedures and deactivates the Release Agreement, Appearance Bond and Bail Deposit Receipt, Form 6.15.1. Effective immediately, misdemeanor defendants are required to post the full amount of bail for release.

**AMENDMENTS:** This Order amends Sections 4/165.30, 4/675.20, 4/680.80 of, and deletes Sections 4/680.21 and 5/6.15.1 from, the Department Manual.

**DISTRIBUTION "A"**

**AUDIT RESPONSIBILITY:** The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with the provisions of Section 0/080.30 of the Department Manual.

### III. REQUIREMENTS FOR THE WEARING OF UNIFORM HATS – REVISED.

Currently, officers, while on duty, shall ensure that their uniform hats are serviceable and immediately accessible within the passenger compartment of their assigned vehicle (3/614.20). This Order revises those circumstances which necessitate the wearing of the uniform hat by patrol officers.

**Patrol Officer's Responsibility:** Patrol officers, while on duty, shall ensure that their uniform hat is serviceable and available either at their division of assignment or in their assigned vehicle.

**Exception:** Officers assigned to traffic divisions shall ensure that their uniform hat is available in the passenger compartment of their assigned vehicle and shall wear their hats when directing traffic.

**Note:** This Order does not affect the other mandatory requirements for the wearing of the uniform hat as prescribed by Section 3/614.20 of the Department Manual.

**AMENDMENT:** This Order amends Section 3/614.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

### IV. ELIMINATION OF SELF-GENERATED VEHICLE IMPOUND DR NUMBERS.

On September 1, 1987, the Department of Transportation (DOT) began issuing vehicle impound DR numbers, independent of Records and Identifications Division's Vehicle Information Processing Unit (VIPU). The transfer of parking and traffic control personnel to DOT, and DOT's ability to issue their own DR numbers, has eliminated the problems which prompted the self-generated DR numbers program. This Order eliminates the use of self-generated DR numbers.

**A. Impounding Officers' Responsibility.** Officers impounding a vehicle for *any* reason shall, as soon as possible:

- \* Contact the VIPU for entry of the vehicle information into the Stolen Vehicle System (SVS); and,
- \* Complete all reports related to the impound and make all necessary notifications.

**B. Area Vehicle Coordinator Responsibility.** The Area Vehicle Coordinator shall ensure that any vehicle report received bearing a self-generated DR number has been entered into SVS through the VIPU, a DR number is affixed to the report, and the appropriate watch commander is advised.

**AMENDMENTS:** This Order amends Sections 4/203.40, 4/220.20, 4/222.40, 4/780.30, 5/040.56, and 5/3.7-22 of, and deletes Sections 4/224.15, 4/224.16, 4/224.17, and 4/224.18 from, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**V. TWO-WHEELED MOTORCYCLE ASSIGNMENT LISTS.** Through a cooperative effort between the Department and the Police Protective League, an agreement has been reached which revises the procedures for two-wheeled motorcycle assignment lists. This Order revises the procedures for the assignment of new and reissue two-wheeled motorcycles to Department employees.

**A. New Motorcycle Assignment.** An issuance list for motorcycles shall be updated each time new motorcycles are purchased. This list shall represent the top two-thirds of the Motorcycle Officer Seniority List.

**B. Reissue Motorcycle Assignment.** An assignment list for reissue motorcycles for officers not on the New Motorcycle Issuance List shall be maintained on the basis of an officer's seniority. This list shall represent the remaining one-third of the entire Motorcycle Officer Seniority List. All newly-assigned motor officers will be added to the bottom of the seniority list and, with seniority, move up to the New Motorcycle Issuance List.

**Note:** Seniority, for the purpose of assignment of two-wheeled motorcycles, will not be affected by these changes.

**AMENDMENT:** This Order amends Section 3/584.75 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**VI. PROCESSING OF FACSIMILE IDENTIFICATION NETWORK FINGERPRINTS.**

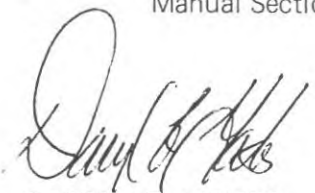
The addition of the Automated Fingerprint Identification System (AFIS) allows for the rapid and accurate identification of arrestees. This capability cannot be effectively used if fingerprints are not received at Records and Identification Division (R&I) within a reasonable time after a person is booked. This Order requires outlying jails with Facsimile Identification Network (FIN) equipment to send the fingerprints to R&I within a maximum of sixty minutes, after the arrestee is booked.

**Jailers Responsibilities.** Booking Areas/divisions with FIN capabilities shall send the fingerprints of adult and juvenile arrestees to R&I via the FIN within a maximum of sixty minutes after the arrestee is booked. Jailers unable to FIN an arrestee within a maximum of sixty minutes shall notify the watch commander.

**Watch Commanders Responsibilities.** When notified that a jailer has been unable to FIN an arrestee within a maximum of sixty minutes, the watch commander shall record on the Watch Commander's Daily Report, Form 15.80, the reason for not being able to FIN the arrestee.

**AMENDMENT:** This Order amends Section 4/625.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

AUGUST 5, 1988

**SUBJECT: POLICY ON SEXUAL HARASSMENT**

**PURPOSE:** This Order establishes the Los Angeles Police Department policy statement on Sexual Harassment.

**POLICY:** It is essential that the Department maintain a healthy working environment which will provide all employees the opportunity to perform their duties to their fullest potential. The working environment must be free of sexual harassment to assure fair and courteous treatment of all employees. Sexual harassment is a violation of Federal and State law and of City and Department policy. It exposes the City, the Police Department, and the offending employee to serious liability and can lower morale, undermine the integrity of employee relationships, and interfere with the efficiency of Department operations. Sexual harassment is viewed by the Department as serious misconduct which can result in the offending employee being subject to disciplinary action up to and including termination. The Department will not tolerate sexual harassment.

**PROCEDURE:**

- I. **EMPLOYEE RESPONSIBILITY.** All employees are responsible for avoiding situations which involve actual or apparent sexual harassment. When employees observe behavior they believe to be sexual harassment they should confront the offender directly and make it clear that the offender's behavior is unacceptable and the behavior must stop. Employees who become aware of conduct they believe to be sexual harassment, whether or not the conduct is directed at them, witnessed by them, or related to them by another employee, shall report the incident to a supervisor immediately. Employees who do not receive a satisfactory response to their complaint shall contact the next level of supervision; the Sexual Harassment Counselor/Women's Coordinator, Office of the Chief of Police (485-3252); or Employee Opportunity and Development Division.

All employees may obtain support and guidance when dealing with situations involving sexual harassment. In addition to their supervisors; the Sexual Harassment Counselor/Women's Coordinator, Office of the Chief of Police; and Employee Opportunity and Development Division, employees may also contact the City Personnel Department's Sexual Harassment Counselor, Equal Employment Opportunities Division (485-4388).

- II. **SUPERVISORY RESPONSIBILITY.** Supervisory employees shall ensure that each workplace has a working atmosphere free from sexual harassment for all employees. The working environment shall be businesslike, assuring fair and courteous treatment for all employees and the public they serve. Supervisors shall take prompt and appropriate action whenever they observe or are made aware of any action or conduct that may be interpreted as sexual harassment.
- III. **COMMAND RESPONSIBILITY.** Commanding officers are responsible for ensuring that their commands are free of sexual harassment by providing appropriate training and inspection which ensures the existence of a working environment free of sexual harassment. Moreover, commanding officers shall ensure that supervisors assigned to their command strictly enforce the policy of this Department against sexual harassment promptly and appropriately.

**DISTRIBUTION "A"**

AUGUST 5, 1988

Commanding officers shall also ensure that each sworn employee, line and technical reserve police officer, and civilian employee in their command, receives a copy of this Special Order. Commanding officers shall forward a divisional roster with the signatures of those persons who have received their copy, and an anticipated date of service for each person who has not received a copy, to Personnel and Training Bureau no later than one Deployment Period (DP) after receipt of the Special Order. Commanding officers shall make monthly updates until all personnel in their command have received a copy of this Special Order.

**AMENDMENT:** This Order adds Section 1/280 to the Department Manual.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

AUGUST 15, 1988

**SUBJECT: IMPLEMENTATION OF THE PAPERBACK DEPARTMENT MANUAL**

**PURPOSE:** The majority of the policies and procedures set forth in the Department Manual govern the duties and responsibilities of officers who are directly, or indirectly, involved in field activities. In the past, Manuals have not always been readily accessible to these officers. The individual issuance of Manuals to officers would provide ready reference to assist during performance of complex duties and enhance individual job knowledge. Consequently, the Department Manual has been redesigned as an unabridged, easy to reference, paperback edition that will be revised and redistributed annually. This Order implements the paperback edition of the Department Manual, expands distribution to include issuance to *all sworn employees below the rank of captain*, and cancels the responsibility of Planning and Research Division to conduct audits of the Manuals assigned to administrative and command offices.

### **PROCEDURE:**

**I. PAPERBACK DEPARTMENT MANUAL — IMPLEMENTED.** The paperback Department Manual shall be issued to all sworn employees below the rank of captain. Upon receipt of a personal copy of the paperback Manual, each officer shall:

- \* Sign the Training Publication Receipt, Form 1.42, acknowledging receipt of the Manual;
- \* Maintain copies of all Special Orders for the current year with the Manual; and,
- \* Ensure that the Manual is maintained in a serviceable condition and available for reference.

**Note:** Officers are strongly encouraged to properly annotate their Manual to reflect each section that is added, amended, or deleted by Special Order.

**II. MANUALS ASSIGNED TO ADMINISTRATIVE AND COMMAND OFFICES.** The hard-binder copies of the Department Manual will be replaced by the paperback Manual. Upon receipt of a Special Order during the calendar year, concerned staff and command officers shall:

- \* Ensure that each Manual section added, amended, or deleted by the Special Order is properly annotated in each assigned Manual, indicating the Special Order which affected the change; and,
- \* Maintain a notebook binder containing Special Orders of the current year with each assigned Department Manual.

**III. STAFF AND COMMAND OFFICERS — RESPONSIBILITIES.** Staff and command officers shall ensure that each sworn employee below the rank of captain within their commands is issued a copy of the Manual and signs a Training Publication Receipt, Form 1.42, to acknowledge receipt.

**IV. SUPERVISORS — RESPONSIBILITIES.** When completing an employee's semi-annual service rating, supervisors of sworn employees below the rank of captain shall ensure that each sworn employee's Individual Uniform and Equipment Division Inspection Record, Form 1.41, is annotated to include the Department Manual.

**DISTRIBUTION "M"**

AUGUST 15, 1988

**Note:** The Individual Uniform and Equipment Division Inspection Record, Form 1.41, will be revised to reflect issuance of the Department Manual to sworn employees at the next routine printing.

**AMENDMENTS:** This Order amends Sections 0/060, 0/070, 0/080.60, 0/080.80 of, and deletes Section 0/080.65 from, the Department Manual.



DAVID D. DOTSON  
Acting Chief of Police

DISTRIBUTION "M"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

SEPTEMBER 2, 1988

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. DEFINITION OF INCIDENTS MOTIVATED BY HATRED OR PREJUDICE—REVISED.** A review of the Department's definition of incidents motivated by hatred or prejudice indicated a need to expand the definition, making it more comprehensive. The definition is revised to include such factors as disability, sexual orientation and similar incidents against other groups that may be singled out for acts of hatred or prejudice. Therefore, the definition is revised to read as follows:

"An incident motivated by hatred or prejudice is any malicious or offensive act directed against an individual or group based upon their race, religion, culture, disability, ethnic background, lifestyle, or sexual orientation, and similar incidents against other groups that may be singled out for acts of hatred or prejudice. Incidents of this nature include criminal and noncriminal acts. Noncriminal acts include, but are not limited to, activity which would cause an individual, or members of such groups, to feel threatened or intimidated."

**AMENDMENT:** This Order amends Section 4/203.25 of the Department Manual.

- II. ROBBERY-HOMICIDE DIVISION (RHD)—RESPONSIBILITIES EXPANDED.** This Order assigns Robbery-Homicide Division the responsibility for investigation of selected kidnappings on a City-wide basis.

Robbery-Homicide Division shall have City-wide responsibility for kidnapping investigations when:

- \* There is the potential for serious bodily injury or death; or,
- \* The facts indicate a connection to a major City-wide problem; or,
- \* A prolonged investigation is required or the investigative resources required exceed geographic detective division capabilities.

**Note:** Robbery-Homicide Division personnel shall immediately respond to the scene and assume investigative responsibility when notified of a kidnapping that appears to meet the above criteria. Robbery-Homicide Division personnel shall be responsible for the investigation of all crimes and the processing of all arrestees related to the kidnapping investigation.

**Exception:** Criminal Conspiracy Section, Detective Support Division, shall investigate kidnappings involving extortion, when adults or juveniles are victims or suspects, and when there is any real or implied reference to an explosive device or any type of nuclear material (2/1043.21).

**AMENDMENT:** This Order amends Section 2/1045.21 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**DISTRIBUTION "A"**

**III. NOTIFICATIONS TO INVESTIGATING OFFICERS—REVISED.** To ensure the proper and timely investigation of major crimes and incidents requiring immediate follow-up, this Order assigns additional notification responsibilities to officers.

**Officer's Responsibilities.** The senior officer at the scene shall immediately notify the watch commander of the Area of occurrence of the following:

- \* A homicide or suspected homicide;
- \* A crime of violence where the victim is likely to die;
- \* An extortion or extortion threat;
- \* A kidnapping;
- \* Any crime which has the potential for attracting major press coverage;
- \* Any crime where the facts indicate a connection to a City-wide problem; or,
- \* Any information regarding a crime, wanted person, or arrest which requires an immediate follow-up investigation.

**Note:** If possible, these notifications shall be made either by telephone or mobile digital terminal.

**Watch Commander's Responsibilities.** When notified of any of the above, the watch commander shall assess the information and immediately make the appropriate notifications as follows:

- \* The Commanding Officer, Robbery-Homicide Division, when there is a kidnapping with the potential for serious bodily injury or death;
- \* The commanding officer of the concerned geographic detective division;
- \* The commanding officer of the division responsible for investigating the crime; or,
- \* Detective Headquarters Division when the concerned investigating division is closed.

**Detective Division Commanding Officer's Responsibilities.** The geographic detective division commanding officer, after consulting with the Area commanding officer, shall be responsible for contacting the appropriate specialized detective division commanding officer to discuss responsibility for the investigation of a crime when:

- \* The investigation may exceed the personnel resources or expertise available within the division;
- \* The crime may attract major press coverage; or,
- \* The circumstances indicate a connection to a major City-wide problem.

**AMENDMENTS:** This Order adds Section 4/201.20 to, and deletes Section 4/201.90 from, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**IV. USE OF FORCE REPORT, FORM 1.67.2—REVISED.** The Use of Force Report, Form 1.67.2, has been revised to eliminate the narrative portion of the report and streamline use of force reporting procedures. This revision will eliminate the excessive field time required to complete the report and still provide sufficient analytical data regarding use of force incidents. Reporting employees shall ensure that a copy of all related reports are attached to, and submitted for approval with, each Use of Force Report. Clerical personnel shall ensure that the Use of Force Report and all related reports are distributed to the proper entities.

**Note:** The Form 1.67.2 will be revised at the next routine printing. Until the revised forms become available, completion of the narrative portion of the form is no longer required.

SEPTEMBER 2, 1988

- V. PRELIMINARY INVESTIGATION REPORT, FORM 3.1—REVISED.** The Preliminary Investigation Report (PIR), Form 3.1, is being revised to include a "Combined Evidence Report" section. Employees conducting a preliminary investigation where evidence is recovered shall complete the "Combined Evidence Report" section of the Preliminary Investigation Report, Form 3.1. The revised Form 3.1 will allow employees to list up to three items of evidence, except firearms, when evidence is booked in conjunction with an investigation. The narrative will be completed on the back of the Form 3.1.

**Note:** When booking four or more items of evidence, or a firearm, employees shall list evidence on a Property Report, Form 10.01, in accordance with current combined reporting procedures.

**FORM REVISION:** The Preliminary Investigation Report, Form 3.1, will be revised at the next routine printing. Until the revised form becomes available, employees shall use existing evidence booking procedures.

**AMENDMENT:** This Order amends Section 4/203.15 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- VI. TOXICOLOGY SAMPLE ANALYSIS RECORD, FORM 12.20.1—ACTIVATED.** To ensure the continuity of evidence during the analysis and storage of blood and urine samples by Scientific Investigation Division (SID), the Toxicology Sample Analysis Record, Form 12.20.1, has been activated. This form shall be used by SID to record the receipt and subsequent analysis, of blood and urine evidence samples.

**FORM AVAILABILITY:** The Toxicology Sample Analysis Record, Form No. 12.20.1, is available at Supply Division.

**AMENDMENT:** This Order adds Section 5/12.20.1 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- VII. VISITOR CARD, FORM 15.22—REVISED AND RETITLED.** It has been determined that a self-adhesive visitor's label is more practical and cost effective than the current Visitor Cards. This Order revises and retitles the Visitor Card, Form 15.22, and deactivates Visitor Cards, Forms 15.22.1, 15.22.2, and 15.22.3. The Visitor Card is retitled Visitor Label. Employees issuing the Form 15.22 shall indicate the date the label is issued on the lower left side of the form. In multi-story facilities, the issuing employee shall also record the floor(s) and room number(s) to which the individual has been directed.

**FORM AVAILABILITY:** The self-adhesive Visitor Label, Form 15.22, is available at Supply Division. Ordering information: Material Code No. 8513483, Unit of Issue P500. All remaining stock of the Visitor Cards, Forms 15.22 (Pink), 15.22.1 (Blue), 15.22.2 (Salmon), and 15.22.3 (White), shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

**AMENDMENTS:** This Order amends Section 5/15.22 of, and deletes Sections 15.22.1, 15.22.2, and 15.22.3 from, the Department Manual.

SEPTEMBER 2, 1988

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**VIII. DISCONTINUATION OF MANDATORY PRELIMINARY CHEMICAL TESTING OF NARCOTICS AND DANGEROUS DRUGS.** Currently, the supervisor or investigating officer giving booking advice for a narcotic or dangerous drug arrest is required to complete a preliminary chemical test on the suspected substance prior to booking. An audit conducted by the Inspection and Control Section, Office of the Chief of Police, has determined that the preliminary test is not a determining factor in the decision to file a case. Consequently, routine preliminary tests are not necessary. Effective immediately, *mandatory* preliminary chemical testing of narcotics and dangerous drugs as a prebooking requirement is no longer required. However, the supervisor or investigating officer giving booking advice may use the test on an optional basis to corroborate the arresting officer's opinion.

**AMENDMENTS:** This Order amends Sections 4/216.10, 4/218.60, 4/258.25, 4/540.70, and 4/851 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

SEPTEMBER 16, 1988

**SUBJECT: LITIGATION PROCESSING SECTION – ESTABLISHED**

**PURPOSE:** Currently, the Civil Liabilities Unit, Internal Affairs Division, and the Discovery Unit, Records and Identification Division, share responsibilities related to legal matters of concern to the Department. The Civil Liabilities Unit is responsible for investigating incidents which result, or may result, in civil claims or lawsuits against the City as the result of actions by Department employees. The Discovery Unit is responsible for responding to legal processes and discovery motions, determining the confidential nature of Department records, and coordinating the production of such records as evidence in court. The merger of these units will enhance Department effectiveness and liaison with the City Attorney's Office. This Order merges the Civil Liabilities and Discovery Units, and activates the Litigation Processing Section, Office of Administrative Services.

**PROCEDURE:**

- I. LITIGATION PROCESSING SECTION – ESTABLISHED.** The Civil Liabilities Unit, Internal Affairs Division, and the Discovery Unit, Records and Identification Division, are combined to establish the Litigation Processing Section.

**Note:** The Commanding Officer, Records and Identification Division, retains the responsibilities of and designation as the Department Custodian of Records.


- II. LITIGATION PROCESSING SECTION – RESPONSIBILITIES.** The Litigation Processing Section will retain all responsibilities previously held by the Civil Liabilities Unit and the Discovery Unit. In addition, the Litigation Processing Section shall:

- \* Monitor and track all lawsuits involving the Department, or of interest to the Department.

**Note:** The Officer-in-Charge, Litigation Processing Section, shall report directly to the Director, Office of Administrative Services.

**AMENDMENTS:** This Order amends Sections 2/064, 2/301, 2/620.01, 2/620.03, 2/720.21, 3/210.63, 3/425.10, 3/425.20, 3/425.30, 3/780.40, 3/782.10, 3/782.20, 3/782.25, 3/782.30, and 3/783 of; adds Sections 2/307.12 and 2/310.03 to; and deletes Sections 2/620.60, 2/620.61, 2/620.65, and 2/720.26 from, the Department Manual.

**AUDIT RESPONSIBILITY:** The Director, Office of Administrative Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
**DAVID D. DOTSON**  
Acting Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

SEPTEMBER 30, 1988

**SUBJECT: PROPER HOLSTERING OF CONCEALED FIREARMS CARRIED BY ON AND OFF-DUTY PERSONNEL**

**PURPOSE:** By virtue of their employment, police officers are authorized to carry firearms for their protection and the protection of others. Such weapons must always be properly secured and tactically positioned. To carry a firearm in any other manner could result in an accidental discharge or unnecessarily place an officer in a dangerous situation.

This Order requires that both *on-duty and off-duty* officers, who carry a concealed firearm, shall carry the firearm in an appropriately designed holster and concealed on their person or in a container under their immediate control. This will ensure that all concealed firearms are carried in a safe and tactically advantageous manner.

**PROCEDURE:**

Every officer carrying a concealed firearm shall carry the weapon in an appropriately designed holster. An appropriately designed holster is defined as a holster specifically designed for the firearm being carried and constructed so that the weapon may be drawn and re-holstered without difficulty. Additionally, the hammer of the weapon shall be protected either by a retainer strap, the sides of the holster, or by the design of the frame or grips of the weapon.

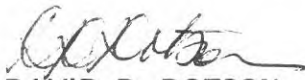
When a concealed firearm is carried on the person, the holster used shall have a retaining mechanism designed to secure the firearm in the holster and the holster shall be securely attached to the concerned officer.

A properly holstered firearm may also be carried concealed in a container, including, but not limited to purses, briefcases, or work-out bags *under the officer's immediate control*. The container must be capable of being secured in such a manner that the holstered weapon will not fall out or become accessible to unauthorized persons.

**Exception:** If the above requirements are not feasible because of the nature of a particular duty assignment, or tactical consideration, the concerned commanding officer may grant prior written permission for noncompliance. Such permission shall only be granted after careful review of pertinent factors and on a case-by-case basis.

**AMENDMENT:** This Order adds Section 3/610.90 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
**DAVID D. DOTSON**  
Acting Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

OCTOBER 14, 1988

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. SEIZURES OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES IN EXCESS OF THIRTY POUNDS.** The proper and expeditious handling of large quantities of controlled substances will facilitate the pretrial destruction process, pursuant to Section 11479 Health and Safety Code, and eliminate the unnecessary handling of such contraband. Response by the Hazardous Chemical Team, Scientific Investigation Division (SID), would expedite the sampling, weighing, and packaging of the seized substances, and greatly enhance pretrial destruction efforts. This Order establishes procedures for the response of the Hazardous Chemical Team, SID, to conduct the sampling, weighing, and packaging of controlled substances weighing in excess of 30 pounds net weight, which are to be booked into Department facilities.

**A. Officers' Responsibilities.** Officers who seize quantities of a controlled substance in excess of thirty (30) pounds net weight, which are to be booked into Department facilities, shall immediately notify the Hazardous Chemical Team, SID. When SID is closed, notification shall be made to Detective Headquarters Division.

**B. Scientific Investigation Division Responsibilities.** When notified of the seizure of a controlled substance in excess of thirty (30) pounds net weight, which is going to be booked into a Department facility, criminalists from SID shall respond to the location where the narcotics are to be weighed and packaged. Scientific Investigation Division personnel will remove the required number of samples for testing, and weigh and package the controlled substance in accordance with Department procedures for packaging evidence. The officers responsible for the seizure shall maintain control of the evidence and book it into the Department property system.

**AMENDMENTS:** This Order adds Section 4/540.75 to, and amends Section 2/670.13 of, the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. EMERGENCY OPERATIONS ORGANIZATION.** Many procedures formerly related to civil defense are currently being accomplished through the Emergency Operations Organization (EOO). This Order updates the emergency operations responsibilities of Detective Headquarters Division, Tactical Planning Section, and Communications Division to conform with EOO procedures.

**A. Detective Headquarters Division — Responsibilities.** Effective immediately, Detective Headquarters Division (DHD) will no longer be responsible for maintaining files of civil defense emergency information and instructions. The Civil Defense File shall be replaced by a copy of the Emergency Operations Master Plan and Procedures Manual.

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Civil defense radio checks with radio station KFI have been replaced with monthly equipment checks of the Emergency Broadcast System (EBS) in conjunction with the Los Angeles County Sheriff's Department. Detective Headquarters Division shall be responsible for verifying that the EBS console within DHD functions properly.

**B. Tactical Planning Section — Responsibilities.** Effective immediately, Tactical Planning Section shall no longer be responsible for coordinating Civil Defense Plans. The Civil Defense Plans have been replaced with the Emergency Operations Organization Plans. Tactical Planning Section shall be responsible for monthly testing of the EBS console within the Emergency Operations Center and maintaining a copy of the Emergency Operations Master Plan and Procedures Manual.

**C. Communications Division — Responsibilities.** Communications Division shall no longer be responsible for testing the air raid siren; the EBS has replaced this system.

**AMENDMENTS:** This Order amends Sections 2/1030.41, 2/1042.21, 2/1042.23, and 3/152.80 of, and deletes Section 2/640.15 from, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officers of Uniformed Services Group and Detective Services Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. PLACEMENT AND DISPOSITION OF ILLEGAL ENTRY HOLDS.** In a recent case decision, *Gates vs. Grajeda and Rivera*, the California Court of Appeal established specific guidelines relative to the arrest and disposition of persons charged with the federal offense of Illegal Entry, Title 8, Section 1325, United States Code. In compliance with that decision, supplemental holds, charging illegal entry, against persons in the custody of this Department for an unrelated criminal offense shall only be authorized by officers of the United States Immigration and Naturalization Service (INS). Arrestees against whom the INS has placed a hold shall be released to the custody of INS *within 24 hours* after:

- \* All local charges are released or dismissed; or,
- \* Bail is deposited on the local charges; or,
- \* The arrestee is determined to be eligible for release on his/her own recognizance on the local charges.

**Note:** Under no circumstance shall any person be held longer than 24 hours when an illegal entry hold is the only remaining charge. There is no extension of the 24 hour detention limit because of an intervening holiday or weekend period. Procedures governing the booking and detention of prisoners held enroute are unaffected by this Special Order.

**AMENDMENT:** This Order adds Section 4/675.35 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**IV. SUBSTANCE TESTING — REVISED.** When a supervisor is confronted with a situation that may require ordering an employee to submit to any substance test (e.g., a blood, breath, or urine test), the supervisor shall immediately contact Internal Affairs Division for advice and direction.

**Note:** When Internal Affairs Division is closed, the supervisor shall contact Detective Headquarters Division for the on-call Internal Affairs Division supervisor, who shall provide the necessary advice and direction.

**AMENDMENT:** This Order amends Section 3/836.05 of the Department Manual.

OCTOBER 14, 1988

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. TIME LIMITATION FOR RETURNING THE EXECUTED COMPLAINT AND RELIEF FROM DUTY OR SUSPENSION, FORM 1.61, AND THE NOTICE OF DISCHARGE OR SUSPENSION, FORM GENERAL 77, TO INTERNAL AFFAIRS DIVISION.** This Order amends the Department Manual to ensure the prompt return of an executed Complaint and Relief From Duty or Suspension, Form 1.61, or Notice of Discharge or Suspension, Form General 77, to Internal Affairs Division (IAD). After the Form 1.61 or Form General 77, has been served upon the accused employee, the required copies shall be hand-delivered immediately to IAD (in no case later than 0900 hours of the following weekday, excluding holidays).

**AMENDMENTS:** This Order amends Sections 3/830.10 and 3/860.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

OCTOBER 21, 1988

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. ARRESTEE'S RIGHT TO AN ATTORNEY PRIOR TO BOOKING.** The California Supreme Court recently held that if an attorney appears at a police facility before an arrestee is booked, the arrestee must be promptly told. If the arrestee wishes to see that attorney, he or she must be allowed to do so. This Order establishes procedures regarding an arrestee's right to an attorney prior to booking.

When an attorney appears at a police facility desiring to see an unbooked arrestee in response to a direct call from the arrestee or the arrestee's sponsor, the concerned officer shall:

- \* Identify the attorney by means of reasonable identification;
- \* Promptly tell the arrestee that the attorney desires to speak to him or her; and,
- \* If the arrestee wishes to see the attorney, allow him or her to do so.

**AMENDMENT:** This Order adds Section 4/650.10 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. REVISION TO THE PRELIMINARY INVESTIGATION REPORT, FORM 3.1 AND ACTIVATION OF THE DOMESTIC VIOLENCE CHECKLIST FIELD BOOK DIVIDER, FORM 18.30.2.** The Preliminary Investigation Report (PIR), Form 3.1, is being revised to include spaces for listing the foreign language spoken by victims or witnesses in cases where no English is spoken by involved parties. Employees conducting a preliminary investigation where victims or witnesses do not speak English can now indicate the foreign language spoken by involved parties. Employees conducting a preliminary investigation where victims or witnesses do not speak English can now indicate the Foreign language spoken on the face of the Form 3.1. Additionally, a "Contact Person" designation has been included in the "Involved Persons" section for use when reporting domestic violence related crimes. These revisions will aid detective personnel when conducting follow-up investigations and related interviews. This Order also establishes the Domestic Violence Checklist Field Book Divider, Form 18.30.2, to aid employees investigating crimes involving domestic violence. The Form 18.30.2 outlines areas of the investigation necessary to obtain a criminal filing.
- A. Foreign Language Checkbox.** When Department personnel conducting preliminary investigations encounter victims or witnesses who are non-English speaking, the employees shall enter the foreign language spoken by each person in the box titled, "Foreign Language Spoken," on the face of the Form 3.1, located adjacent to the "Driver's License Number" box.
- B. Contact Person Information in Domestic Violence Incidents.** Department personnel investigating incidents involving domestic violence shall record the name, address, and phone number (if available) of a "Contact Person" detectives can contact in the event the victim opts to leave his or her residence and stay with the contact person at another location.

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- C. **Domestic Violence Checklist Field Book Divider, Form 18.30.2—Established.** This Order activates the Domestic Violence Checklist Field Book Divider, Form 18.30.2, for use as a guideline for employees conducting investigations of domestic violence related crimes.

**FORM AVAILABILITY:** The Preliminary Investigation Report, Form 3.1, will be revised at the next routine printing. Until the revised forms become available employees shall indicate the foreign language spoken by victims or witnesses and "Contact Person" information in the narrative of the Form 3.1. The Domestic Violence Checklist Field Book Divider, Form 18.30.2 is available for order at Supply Division. Stock Number 8513142; Unit of Issue: Pack.

**AMENDMENTS:** This Order amends Section 5/3.1-J of, and adds 5/18.30.2 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. GANG ACTIVITIES SECTION, DETECTIVE SUPPORT DIVISION, NAME CHANGE AND ADDITIONAL RESPONSIBILITIES.** The current activity level of street gangs within the City has resulted in intense enforcement actions against criminal street gang activities. This increased effort has made it necessary for the Department to establish a central clearing house for gang related information. This Order renames the Gang Activities Section, Detective Support Division, and gives it Department-wide responsibility for managing gang related information.

- A. **Gang Activities Section, Detective Support Division, Name Change.** Gang Activities Section (GAS) is changed to Gang Information Section (GIS).

- B. **Gang Information Section — Additional Responsibilities.** The following duties are added to Gang Information Section responsibilities:

- \* Collecting, maintaining, analyzing, and disseminating information related to street gangs.
- \* Administering the Gang Expert Certification Program.

**AMENDMENTS:** This Order amends Sections 2/1043.01, 2/1043.08, 2/1043.40, 2/1043.41, and 2/1043.43 of the Department Manual.

**IV. MONEY ENVELOPE, FORM 10.12.2 — REVISED.** The Money Envelope, Form 10.12.2, is used to package money booked as evidence or nonevidence. The Form 10.12.2 has been revised to include a currency count register on the reverse side of the form that will enable employees to more easily record the various denominations of currency booked and ensure that the total count of money is accurate.

When packaging money to be booked as evidence or nonevidence, employees shall record the number of each denomination of currency and list this information in the appropriate box within the register. The total amount of money booked shall then be recorded in the space provided. Employees shall continue to complete remaining sections of the Form 10.12.2 according to current reporting procedures (4/540.60).

**FORM AVAILABILITY:** The Money Envelope, Form 10.12.2, will be revised at the next routine printing. Until the revised form becomes available, employees booking currency shall use the rubber stamp provided to imprint the currency count register on the reverse side of the Form 10.12.2 and record the number of each denomination and the total amount of currency booked.

**AMENDMENT:** This Order amends Section 4/540.60 of the Department Manual.

- V. TRANSFER OF RESPONSIBILITY FOR THE LANGUAGE BANK ROSTER.** This Order transfers responsibility for maintaining the Department's language bank roster from Detective Headquarters Division to Communications Division. Effective immediately, Communications Division shall maintain the special file of Department sworn personnel able to speak a foreign language.

**Note:** When an officer informs Communications Division that he or she is no longer conversant in a previously identified foreign language, Communications Division shall advise the officer to complete an Officer Employee Inventory, Form 1.26, in its entirety and forward it to Information Resources Division. The Commanding Officer, Communications Division, shall forward an Intradepartmental Correspondence, Form 15.2, to the officer's commanding officer notifying the commanding officer that the employee has been directed to complete a Form 1.26. A copy of the Form 15.2 shall also be forwarded to Position Control Section, Personnel Division. The concerned commanding officer and Position Control Section shall take appropriate action as necessary with regard to any bilingual bonus pay the officer may be receiving.

**AMENDMENTS:** This Order amends Sections 2/640.15, 2/1042.23, and 5/1.26 of the Department Manual.


**AUDIT RESPONSIBILITY:** The Commanding Officer, Communications Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- VI. SURRENDERING OFFICER'S GUN, BADGE, AND IDENTIFICATION CARD UPON RELIEF FROM DUTY OR SUSPENSION.** The surrendering of an officer's Department issued gun, badge, and identification card upon relief or suspension from duty is optional at the discretion of the Chief of Police. This Order amends current procedures to provide that when a Complaint and Relief from Duty or Suspension, Form 1.61, is served, the accused officer shall, at the discretion of the Chief of Police, surrender his or her gun, badge, and identification card for safekeeping.

**Note:** When the gun, badge, and identification card are to be surrendered for safekeeping, the property need not be surrendered until immediately prior to the actual beginning of the suspension.

**AMENDMENT:** This Order amends Section 3/860.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

OCTOBER 28, 1988

**SUBJECT: ACCEPTANCE OF BAIL – REVISED.**

**PURPOSE:** Currently, the Department accepts only cash or surety bonds as payment of bail. A review of related procedures in use by California police agencies and jail facilities revealed that other forms of verified negotiable paper are being accepted. To facilitate the acceptance of bail and help reduce jail overcrowding, this Order revises bail procedures to include the acceptance of appropriately verified negotiable paper in the form of cashier's checks, bank money orders, and Western Union money orders drawn on California banks in addition to cash and surety bonds.

**PROCEDURE:**

Employees accepting bail in the form of cashier's checks, bank money orders, and Western Union money orders shall ensure that:

- \* The depositor presents two forms of valid identification at the time the negotiable paper is offered. Identification shall include:
  - \* A valid driver's license or identification card issued by a state of this country; and,
  - \* A current employee identification with photograph or a current credit card.
- \* The negotiable paper is drawn on a California bank;
- \* There is no evidence of alterations or erasures to the negotiable paper;
- \* The value equals, or is greater than, the correct bail amount;
- \* The negotiable paper is made payable to the "Los Angeles Police Department Bail Account";
- \* The prisoner's name and booking number are recorded on the right front corner of the negotiable paper;
- \* The depositor's driver's license number or identification card number is recorded on the back of the negotiable paper;
- \* The negotiable paper is recorded as cash on the Bail Receipt and/or Notice to Appear, Form 6.15, by placing a check in the "cash" box; and,
- \* The following information is recorded in the "Depositor's" section of the Form 6.15:
  - \* The depositor's name and address;
  - \* The depositor's state driver's license number or state identification card number; and,
  - \* The bank identification number as printed on the cashier's check, bank money order, or Western Union money order.
- \* The completed Form 6.15 is submitted to a supervisor for approval and verification of bail amount.

**Note:** When the negotiable paper value is greater than the correct bail amount, the overage shall be sent to the appropriate court. The employee accepting the bail shall document the overage on the Form 6.15 by writing the word "OVERAGE" on the last line in the box titled "Warrant Number and/or Charge".

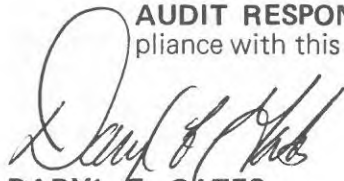
**Processing and Forwarding Bail.** Area/division Bail Auditors shall continue to follow procedures outlined in Section 4/680.80 of the Department Manual when processing and forwarding bail. Bail received in the form of a cashier's check, bank money order, or Western Union money order shall be processed in the same manner as cash.

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OCTOBER 28, 1988

**AMENDMENTS:** This Order amends Sections 4/680.02 and 4/680.20 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

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## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

NOVEMBER 4, 1988

**SUBJECT: EMPLOYEES PARTICIPATING IN CIVIL SERVICE EXAMINATIONS**

**PURPOSE:** Department employees are periodically selected to assist the Personnel Department in developing, reviewing and grading of civil service examinations. Employees also participate as interviewers during these examinations. Therefore, those selected employees must strictly adhere to Personnel Department testing procedures if this Department is to continue to participate in the examination process. Because the integrity of civil service testing is absolutely essential, the Department considers a violation of these rules serious unethical conduct. This Order outlines the responsibilities of Department employees participating in the civil service examination process.

**PROCEDURE:**

- I. EMPLOYEES SELECTED TO ASSIST THE PERSONNEL DEPARTMENT WITH CIVIL SERVICE EXAMINATIONS – RESPONSIBILITIES.** Employees selected to participate in the development, review, grading, or interviewing process for civil service examinations shall not:

- \* Tell anyone, except their immediate supervisor, that they will be serving; or,
- \* Discuss or divulge information concerning the content of an examination; or,
- \* Indicate on their desk calendars or leave any written material on their desk regarding examination dates and information; or,
- \* Refer to their participation in any examination on any internal reports, including activity reports.

**Examination Documentation.** An employee selected as a subject matter expert to develop written or interview questions for any civil service examination will be required to sign an agreement with the Civil Service Commission as a Special Examining Assistant.

**Examination Interviewer.** An employee selected to be an interviewer in any civil service examination shall *not* discuss rating factors, candidates or scores outside the interview room.

**Examination Grader and Protest Reviewer.** An employee selected to grade civil service examinations or review civil service examination protests shall work on the test material in a secure area where exposure of the material to others is impossible. When the material is not being reviewed, it shall be locked in a location accessible only to the grader.

**Examination Review.** During the protest period following completion of the examination process, candidates may review the comments of the interviewers at the City Personnel Department. Department interviewers in civil service examinations shall refrain from *any* discussion of the examination with *anyone at anytime*. This restriction shall include the candidate, the candidate's supervisor, or other interested party, even under the guise of counselling.

**Examination Preparation.** An employee organization or employee organizing an oral interview and/or written test preparation seminar shall make the seminar available to all employees. The seminar shall treat the subject generally and shall not refer to any specific interviews or interviewees. The Department encourages efforts by supervisors to counsel, give mock oral interviews, and suggest study material for the examination process.

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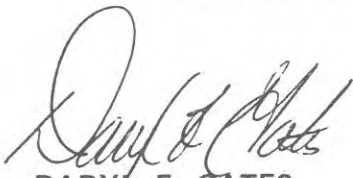
NOVEMBER 4, 1988

**II. CANDIDATES PARTICIPATION IN CIVIL SERVICE EXAMINATIONS – RESPONSIBILITIES.** Candidates who participate in a civil service examination process shall not:

- \* Contact any member of the interview board before or after their interview to discuss the interview or grades given; or,
- \* Discuss the content of their interview with other candidates prior to the completion of the entire examination process.

**AMENDMENTS:** This Order adds Sections 3/768.05 and 3/768.10 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**DARYL F. GATES**  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

NOVEMBER 11, 1988

**SUBJECT: DEPARTMENT VEHICLE PURSUIT POLICY - ESTABLISHED**

**PURPOSE:** Sustained vehicle pursuits demand a great deal of skill, common sense and sound judgement. During a vehicle pursuit, officers must consider the limitations set forth in Section 21056 of the Vehicle Code, relating to an officer's legal responsibilities and be cognizant of, and conform to, established Departmental guidelines regarding pursuit driving. During a pursuit officers must continuously weigh the gravity of the offense against the potential dangers posed to themselves and others if they elect to continue the pursuit. Officers must function effectively in an environment where far-reaching civil and personal consequences may hinge upon the soundness of split-second decisions.

This Order establishes policy and procedures regarding vehicle pursuits. This policy must be viewed as an administrative guide for decision-making before the fact and as a standard for administrative judgement of the propriety of the action taken.

This Order complies with Vehicle Code Section 17004.7 (c), which became effective January 1, 1988. This Order constitutes the official Vehicle Pursuit Policy of the Los Angeles Police Department.

**PROCEDURE:**

**I. DRIVER RESPONSIBILITY.** Section 21055 of the California Vehicle Code (VC) specifies that in emergency situations the driver of an authorized emergency vehicle is exempt from the "Rules of the Road" as specified in Division 11 of the Code, provided that the red light and siren of the vehicle are activated. Section 21056 VC, however, specifies that this exemption "... does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect him from the consequences of an arbitrary exercise of the privileges granted in that Section (21055)."

**II. INITIATION OF A VEHICLE PURSUIT.** Pursuits should be initiated only when law violators **clearly** exhibit an intention to avoid arrest by using a vehicle to flee, or when suspected law violators refuse to stop, and use a vehicle to flee. Officers must also weigh the seriousness of the offense against the potential dangers to themselves or innocent citizens if they elect to pursue. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle shall, when practicable, be within close proximity to the vehicle before attempting the stop.

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Unmarked units without emergency equipment shall not join in a pursuit. Officers in unmarked vehicles may, however, become involved in emergency activities involving serious crimes or life-endangering situations. In those instances, it may be necessary to follow a suspect vehicle while summoning assistance from a black-and-white four-wheeled unit with emergency equipment. When officers in an unmarked vehicle become aware that such a unit has arrived and will attempt to stop the suspect vehicle, the unmarked unit must disengage.

### III. CONTROL OF THE PURSUIT.

**Number of Police Units Participating.** The initial pursuing police unit (primary unit) and the back-up police unit (secondary unit) shall be the **only** units to pursue the suspect vehicle "Code 3." Officers in all other units shall stay clear of the pursuit, but remain alert to its progress and location.

**Exception:** The senior officer of the primary unit may request additional units to join the pursuit if it appears certain that the officers in the two vehicles involved would not be sufficient to safely effect the arrest of the suspect(s). (Also see Supervisory Responsibilities.)

If the unit initiating the pursuit cannot continue as the primary unit, the secondary unit shall become the primary unit.

In the event a pursuit is initiated by an officer on a two-wheeled motorcycle, or in a dual purpose vehicle, the pursuing motor officer or driver of the dual purpose vehicle shall relinquish the role as the primary unit when a black-and-white four-wheeled unit equipped for Code 3 operation has joined the pursuit. Under no conditions shall officers on a two-wheeled motorcycle or in a dual purpose vehicle become a secondary unit after they become aware of the arrival of a secondary black-and-white four-wheeled unit.

**Primary Unit Responsibilities.** The responsibility of the officers in the primary unit is the apprehension of the suspect(s) without negligently endangering themselves or others. Unless relieved by a supervisor, the senior officer shall be responsible for controlling the pursuit tactics. The senior officer's responsibilities also include the decision to become involved in a pursuit, whether more than two units should join the pursuit, and whether the pursuit should be abandoned.

**Secondary Unit Responsibilities.** The secondary unit upon joining the pursuit shall immediately notify Communications Division that there are two units in the pursuit. No additional units shall become involved in the pursuit unless they are specifically requested by the primary unit and assigned by Communications Division. The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit. If the suspect(s) attempts to flee on foot, the senior officer in the secondary unit, or a responding supervisor, shall switch to the appropriate tactical frequency and coordinate the efforts of the apprehension.

**Supervisory Responsibilities.** The watch commander from the initial pursuing unit's assigned Area shall ensure that a supervisor assumes management control of the pursuit and completes the Code 3 Pursuit Administrative Report. The supervisor shall monitor the pursuit and continuously assess the situation and ensure that the pursuit is conducted within established Department guidelines. If necessary, the concerned supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, assigning an available helicopter as the pursuing unit, or terminating the pursuit. Code 3 vehicle operation is authorized for the supervisor only if **absolutely necessary** to properly monitor and direct the pursuit.

#### IV. PURSUIT DRIVING TACTICS.

- A. Units paralleling a pursuit shall not operate Code 3. They shall monitor the pursuit while driving within the guidelines of Section 21052 VC and shall not join or interfere with the pursuit.
- B. There shall be no caravanning by field units either paralleling the pursuit or attempting to join the pursuit. There shall be no attempt by police units to **pass** other units engaged in pursuit-related activity, unless requested by the officers in the primary unit or directed by a supervisor.
- C. Tactics employed to stop pursued suspect(s) such as establishing a physical barricade (road block), boxing in, heading off, ramming, or driving alongside the pursued vehicle are strongly discouraged. These tactics are extremely hazardous and should only be considered as a last resort, in those rare instances when warranted to save a life.

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D. As a general policy, officers shall not pursue a vehicle the wrong way on a freeway. In the event that the vehicle being pursued enters the freeway the wrong way, the following options should be considered:

- \* Requesting assistance of a helicopter to take over the pursuit from the air.
- \* Maintaining visual contact with the suspect vehicle by paralleling it on the correct side of the freeway.
- \* Requesting other units to observe the exits available to the suspect vehicle.
- \* Notifying the California Highway Patrol and concerned police agencies.

E. When a pursuit leaves the primary unit's division of assignment, the primary unit shall:

- \* Notify Communications Division that the pursuit is entering another geographic Area. This ensures that Communications Division will broadcast pursuit information on the appropriate radio frequencies.
- \* Notify Communications Division that the pursuit is entering another City. This will ensure that Communications Division contacts the concerned agency to coordinate the exchange of information between the involved agencies.

**Note:** The primary unit shall notify Communications Division of the presence of other law enforcement agencies and relay any request for assistance from other law enforcement agency units through Communications Division.

#### V. HELICOPTER ASSISTANCE.

**Air Support Division Responsibilities.** In any pursuit, and especially in a hostage situation, the relinquishment of the pursuit to an Air Support Division air unit is recommended.

Once the air unit has established visual contact with the pursued vehicle and believes that it can best handle the pursuit, the air unit shall advise Communications Division, and Communications Division shall so advise the pursuing units and ask if the pursuit should be assumed by the air unit. The senior officer in the primary unit shall ordinarily relinquish the pursuit by notifying Communications Division, unless in the officer's judgement the gravity of the offense and the surrounding terrain dictate an immediate following of the pursued vehicle.

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Officers in the concerned ground unit(s) shall broadcast whatever information is necessary to assist the air unit. The relieved primary and secondary ground units may proceed Code 3, if necessary, and should follow the pursuit at a distance which would allow them to apprehend the suspect(s) when the pursuit has terminated. The air unit shall continue the pursuit until its termination or until conditions (such as inclement weather, terrain, other air traffic, etc.) necessitate disengagement from the pursuit. Under those circumstances, the involved ground unit shall be advised by Communications Division to resume control of the pursuit.

The air unit should advise ground units of upcoming traffic congestion, road hazards, or other pertinent information. If ground units are not within visual contact and the air unit determines, in the interest of safety, that it can no longer continue pursuing, the air unit shall terminate the pursuit and notify Communications Division.

- VI. HOSTAGE-INVOLVED VEHICLE PURSUITS.** It must be emphasized that the safety of the hostage must be the primary consideration in determining the tactics that will be employed to effect the release of the hostage and apprehend the suspect(s).

**Initial Notification.** When a member of the Department becomes aware that a hostage is, or may be, in a pursued vehicle, Communications Division shall be advised immediately. All available information shall be reported, including a physical description of the hostage, manner of dress, and the exact location of the hostage within the vehicle (when known).

**Communications Division Responsibilities.** Communications Division shall ensure all hostage-related information is immediately broadcast. The fact that a hostage may be involved in a pursuit shall be periodically transmitted during subsequent pursuit status broadcasts. In instances where the taking of a hostage has not been confirmed, Communications Division shall attempt to obtain additional information from the original reporting person via telephone. If a callback number is not available, or the reporting person cannot be contacted, Communications Division shall assign a specific unit to respond to the scene of the initial occurrence to verify the taking of a hostage.

**Primary Unit Responsibility.** The primary unit shall broadcast information concerning the hostage's position within the vehicle; a description of the hostage, when known; suspect information; and if applicable, information regarding the suspect's weaponry.

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The involvement of a hostage in the pursuit magnifies the importance of the primary unit maintaining maximum control and ensuring that nonessential units do not become involved in the pursuit.

- VII. POST-PURSUIT DISCIPLINE.** Safety is critical at the termination of a pursuit, therefore, the need for decisive action, self-control, and strict personal discipline is essential. The responsibility for maintaining control and directing activities at the termination point of a vehicle pursuit must remain with the senior officer in the primary unit unless relieved by a supervisor.

The officers in the secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit. Unless summoned to the scene, officers in all other units shall remain clear of the pursuit termination point.

**Note:** Responding plainclothes personnel shall ensure that they are readily identifiable as police officers by affixing proper identification on their outer garment.

When the pursuit is terminated and the suspect(s) flees on foot, the helicopter unit, when involved, shall broadcast any information which may assist in the deployment of ground units.

When Communications Division broadcasts the location and other information indicating that the vehicle pursuit is terminated, involved units shall temporarily switch their radios to the appropriate tactical frequency. The tactical frequency shall be used to coordinate the search for a suspect(s) fleeing on foot.

- VIII. LOSS OF PURSUED VEHICLE.** When a pursued vehicle is lost, officers in the primary unit shall immediately broadcast the necessary information to Communications Division. The primary unit shall broadcast supplemental information on the appropriate tactical frequency and coordinate the search as needed. When a helicopter unit is assisting, descriptive and directional information shall be specifically broadcast to the concerned air unit.

- IX. PURSUITS INITIATED BY OTHER LAW ENFORCEMENT AGENCIES WITHIN THE CITY LIMITS.** When a pursuit is initiated by a law enforcement agency of another jurisdiction, the initiating unit and jurisdiction shall be responsible for the progress of the pursuit.

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Los Angeles Police Department units shall not attempt to assist with the pursuit unless specifically requested to do so by the pursuing agency or unless it is clearly demonstrated that assistance from this Department is required.

In the event that the pursuing jurisdiction requests this Department to assume responsibility for the pursuit, or because of the circumstances assistance is offered to members of other police agencies, this Department's vehicle pursuit procedures shall apply.

- X. DISCONTINUING THE PURSUIT.** Officers involved in a pursuit must continuously question whether the seriousness of the initial violation or any subsequent violations reasonably warrants continuation of the pursuit. When there is an unreasonable risk of injury to the public or to the pursuing officers, or the maneuvering required to continue the pursuit is beyond the performance capabilities of the police vehicle(s), the pursuit shall be discontinued. The officers shall also consider the seriousness of the crime, the length of the pursuit, and the possibility of identifying the suspect(s) at a later time, when determining whether to continue or abandon a pursuit.

Officers involved in vehicle pursuits will be held accountable for the continuation of a pursuit when circumstances indicate it should have been discontinued. Since driver officers are usually concentrating on the safe operation of the police vehicle, passenger officers are particularly responsible for advising drivers when they feel the pursuit is exceeding reasonable limits.

**XI. SUPERVISOR'S RESPONSIBILITIES AT TERMINATION OF PURSUIT.**

When a supervisor from the pursuing officers' Area or division of assignment has not responded to the termination point of the pursuit, Communications Division shall dispatch a supervisor from the primary unit's Area or division of assignment to the location. Upon arrival at the termination point, the supervisor shall immediately assume responsibility for controlling police action at the scene and ensuring adherence to Departmental policies. The supervisor shall retain these responsibilities until the suspect is booked or released and all reports are completed. The supervisor shall also submit an Employee's Report, Form 15.7, entitled "Code 3 Pursuit Administrative Report", to the concerned officers' commanding officer and forward a copy of the report to the Driver Training Unit, Training Division, within 24 hours of the incident. The form 15.7 shall include:

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- \* Date and time.
- \* Length of time.
- \* Distance travelled.
- \* Availability and use of air unit.
- \* Primary unit and officers.
- \* Secondary unit and officers.
- \* Additional units, including supervisors.
- \* Geographic division(s) of pursuit.
- \* Initial reason for pursuit.
- \* Type of police vehicle(s) and highest speeds attained.
- \* Type of suspect's vehicle and highest speeds attained.
- \* Hostage information.
- \* Disposition:
  - \* Termination by officer or supervisor      Yes\_\_ No\_\_
  - \* Escape by suspect                              Yes\_\_ No\_\_
  - \* If arrested or cited, include suspect's name, booking  
or citation number and charge.
- \* Injuries and how sustained.
- \* Traffic accident summary.
- \* Notifications.
- \* Supervisor's narrative of pursuit. This should include a summary of the pursuit's route and all information necessary for the commanding officer's review of the pursuit.

A supervisor from the Area in which the pursuit terminates, or a supervisor from the closest Area if the termination point is outside the City, shall respond immediately to the scene and remain in charge until relieved by a supervisor from the pursuing officers' Area or division of assignment. When a supervisor from the pursuing officers' Area or division is unable to respond, the supervisor-in-charge at the scene shall assume all the prescribed responsibilities.

**Note:** Supervisory personnel shall take appropriate action when they become aware of violations of the Department's pursuit policy.

**XII. REQUIRED ADMINISTRATIVE NOTIFICATION OF PURSUIT.** The watch commander from the Area or division to which the pursuing officers are assigned shall cause the following information to be telephonically transmitted as soon as practicable to the Administrative Information Unit, Detective Headquarters Division:

- \* Date and time of pursuit.
- \* Length of time of pursuit.
- \* Involved units and officers.
- \* Initial reason for pursuit.

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- \* Disposition: Arrest, citation, or other. If an arrest was made, include the name of the arrestee and booking number. If a traffic accident occurred, the DR number. Also include the starting and termination points.
- \* Medical treatment information and deaths, if any.
- \* Name of supervisor at scene.


**XIII. REQUIRED ADMINISTRATIVE PURSUIT EVALUATION REPORT.** The commanding officer from the Area or division to which the pursuing officers are assigned shall submit a Vehicle Pursuit Evaluation Report, Form 15.2, to their bureau commanding officer within three business days following the pursuit. This report shall be attached to the reporting supervisor's Code 3 Pursuit Administrative Report, Form 15.7.

When the concerned commanding officer determines the pursuit was out of policy the 15.2 must state the rationale for that classification. When any part of the pursuit is determined to be out of policy, the commanding officer shall also submit recommendations for corrective action.

**XIV. BUREAU COMMANDING OFFICERS' RESPONSIBILITY.** When the commanding officer from the bureau to which the pursuing officers are assigned receives a Vehicle Pursuit Evaluation Report it shall be reviewed and signed within 21 calendar days following the pursuit. Final approval of pursuit classification shall rest with the bureau commanding officer. A copy of the reviewed report shall be immediately forwarded to the Driver Training Unit, Training Division.

**AMENDMENTS:** This Order adds Sections 1/555, 1/555.05, 1/555.10, 1/555.15, 1/555.20, 1/555.25, 1/555.30, 1/555.35, 1/555.40, 1/555.45, 1/555.50, 1/555.55, 1/555.60, 1/555.65 and 1/555.70 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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INTRADEPARTMENTAL CORRESPONDENCE

TO:

FROM:

SUBJECT: VEHICLE PURSUIT EVALUATION

Pursuit Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Division of Involved Unit: \_\_\_\_\_  
Unit Initiating the Pursuit \_\_\_\_\_  
Policy Classification \_\_\_\_\_

(If out of policy, state the specific section(s) determined out of policy and the rationale for that classification. If any part of the pursuit is determined to be out of policy, the commanding officer shall also submit recommendations for corrective action.)

I. M. GOOD, Captain  
Commanding Officer  
Central Patrol Division

APPROVED:

B. A. SPORT, Captain  
Commanding Officer  
Central Area

APPROVED:

O. K. SMITH, Deputy Chief  
Commanding Officer  
Operations-Central Bureau



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

NOVEMBER 25, 1988

SUBJECT: POLICE OFFICERS' DUTY TO TESTIFY

PURPOSE: It is clear from case law that constitutional privileges available to police officers may conflict with duties imposed upon them by virtue of their employment as peace officers. This conflict becomes apparent where officers choose not to testify when subpoenaed before a grand jury, coroner's inquest, or any duly constituted court. As stated in *Christal vs. Police Commission*, 33 C.A. 2d 564, 567 (1st Dist. 1939):

When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts when called upon to do so before any duly constituted court or grand jury.

The duty of law enforcement officers as set forth by the *Christal* decision in 1939 was reaffirmed as recently as 1982 in *Titus vs. Los Angeles County Civil Service Commission*, 130 C.A. 3d 357 (2nd Dist. 1982). In both *Christal* and *Titus*, the courts emphasized that the efficiency of our system of law and order depends on the extent to which peace officers perform their duties and are faithful to the trust reposed in them. Among these duties is the duty to disclose pertinent facts within the officers' knowledge--even though such disclosure may show or tend to show that the officers themselves have engaged in criminal activity. In both *Christal* and *Titus*, the officers were terminated for refusing to answer questions in a criminal investigation. The California Court of Appeal upheld the terminations.

This Order establishes the Department policy informing police officers of their duty to testify before any grand jury, coroner's inquest, or duly constituted court.

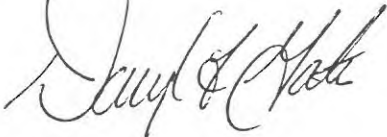
POLICY:

Among the duties of police officers are those of preventing the commission of crime, of assisting in its detection, and of disclosing all information known to them which may lead to the apprehension and punishment of those who have transgressed the law. When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts when called upon to do so, even at the risk of

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self-incrimination. It is a violation of duty for police officers to refuse to disclose pertinent facts within their knowledge, and such neglect of duty can result in disciplinary action up to and including termination.

**AMENDMENT:** This Order adds Section 1/210.47 to the Department Manual.

A handwritten signature in cursive script, appearing to read "Daryl F. Gates".

DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

DECEMBER 2, 1988

SUBJECT: SECURITY OF DEPARTMENT PERSONNEL RECORDS

PURPOSE: A disciplinary matter involving the removal of a Division Employee Folder from a Department facility has illustrated the need to formalize procedures to ensure the security and confidentiality of all personnel records maintained within the Department. This Order establishes procedures to ensure the confidentiality and security of Department personnel records.

PROCEDURE:

Employees may review their divisional personnel records only under the supervision of their commanding officer or his or her designee. Employees may review their Department personnel records, maintained by the Records and Medical Liaison Sections, Personnel Division, only under the supervision of the Commanding Officer, Personnel Division, or his or her designee. Personnel records include:

- \* Division personnel records;
- \* Personnel package; and,
- \* Medical records.

Personnel records shall not be removed from Department premises without the approval of the commanding officer responsible for the security of such records.

Employees shall not review any other employee's personnel records except when such review is in the performance of their official duties and approved by the commanding officer responsible for the security of such records.

**Note:** The commanding Officer, Personnel Division, shall make the final decision whenever a dispute arises regarding the authorization of an employee to review another employee's Department personnel records. Division commanding officers shall make the final decision whenever such a dispute arises over the review of divisional personnel records.

Commanding officers shall establish a system within their commands to ensure that personnel records are secure and safe from access by unauthorized persons. This system shall include a provision for locating personnel records whenever they have been removed from the storage location for any purpose.

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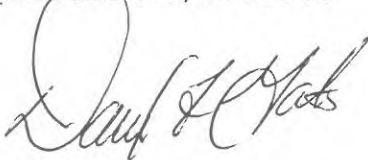
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Note: When commanding officers forward divisional personnel records to the organizational unit to which an employee is transferring, or to Internal Affairs Division for use in a Board of Rights, they shall ensure that:

- \* The divisional records are placed in a serviceable envelope and the ends secured with tape;
- \* The envelope containing the records is marked "Confidential" and addressed to the concerned commanding officer; and,
- \* The records are forwarded via departmental mail.

AMENDMENTS: This Order amends Sections 2/520.03 and 3/760.90 of the Department Manual.

AUDIT RESPONSIBILITY: Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

DECEMBER 9, 1988

SUBJECT: ASSIGNMENT OF CIVILIAN EMPLOYEES TO ADVANCED PAYGRADES -  
REVISED.

PURPOSE: Through a cooperative effort between the Department and concerned civilian employee organizations, an agreement has been reached which eliminates the oral evaluation boards and advancement pools in those civilian classes with multiple paygrades. This Order revises the qualification requirements for the assignment of civilian employees to advanced paygrade positions.

PROCEDURE:

- I. REPORTING VACANCIES. Commanding officers who have, or anticipate a civilian advanced paygrade vacancy within their command shall notify Civilian Employment Section, Personnel Division, as soon as they become aware of such a vacancy. The advanced paygrade position must be advertised for ten days in the notice of Civilian Paygrade Advancement and Transfer Opportunities. To ensure that all employees are aware of vacancies in advanced paygrade positions, commanding officers shall cause the notice of Civilian Paygrade Advancement and Transfer Opportunities to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period.

The commanding officer may also elect to advertise City-wide. If after advertising City-wide there are no qualified candidates who meet the minimum standards for that position, a request for certification of the eligible list may be made.

Note: Available Department and/or City-wide candidates who have applied and were not appointed to advanced paygrade vacancies shall be notified prior to any certification of the eligible list.

- II. COMMANDING OFFICER, PERSONNEL DIVISION - RESPONSIBILITIES. The Commanding Officer, Personnel Division, shall ensure that all properly reported advanced paygrade vacancies are advertised for ten days in the notice of Civilian Paygrade Advancement and Transfer Opportunities, and that the advertisement contains a brief description of the duties of the positions.

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### III. APPLICATION/SELECTION OF CIVILIAN EMPLOYEES TO ADVANCED PAYGRADES.

A. **Employee's Responsibilities.** Civilian employees interested in applying for an advertised position shall forward the following forms to the concerned commanding officer:

- \* A completed Pre-Employment Questionnaire, Form EO-18; and,
- \* Copies of their last two annual Employee Evaluation Reports, Form PDAS 28.

B. **Commanding Officer's Responsibilities.** When a commanding officer has six candidates or less, all of the candidates shall be interviewed. If there are more than six candidates, the commanding officer may screen the candidates to reduce the number to the six best qualified. The screening process shall include the following considerations:

- \* The relevancy and recency of the candidate's experience and education as indicated on the Pre-Employment Questionnaire;
- \* The candidate's last two Employee Evaluation Reports; and,
- \* Other written job related criteria and minimum acceptable standards as established by the concerned commanding officer and the Commanding Officer, Personnel Division.

Recommendation for selection shall be made by the concerned commanding officer based upon the criteria outlined above and approved by the concerned bureau commanding officer. Upon approval of the recommendation, the concerned commanding officer shall:

- \* Forward a completed Request for Transfer and/or Change in Paygrade, Form 1.40, to the Civilian Employment Section, Personnel Division, for the candidate selected;
- \* List on the back of the original copy of the Form 1.40 submitted for the successful candidate the name, serial number, gender, ethnicity, and City department (for candidates from other than the Police Department) of those candidates who applied for the advanced paygrade position and were not selected; and,

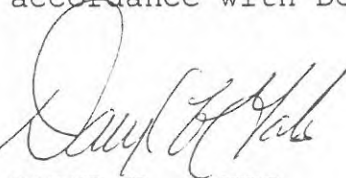
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- \* Retain any documentation generated in the advanced paygrade selection process in accordance with Section 12.3 of the Los Angeles Administrative Code Records Management Program. The documentation shall be retained for a period of ten years, three years in the concerned Area/division and seven years at the City Records Center.

**FORM AVAILABILITY:** Copies of the Pre-Employment Questionnaire, Form EO-18, may be obtained from the Civilian Employment Section, Personnel Division.

**AMENDMENTS:** This Order amends Sections 3/764, 3/764.10, 3/764.20, and 3/764.40 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

DECEMBER 23, 1988

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

- I. TRANSFER OF RESPONSIBILITY FOR REMEDIATION OF PROBATIONARY EMPLOYEES. Currently, the Department Manual assigns Employee Opportunity and Development Division (EODD) the responsibility for providing remedial training for probationary officers. As a result of a recent audit, it was determined that this responsibility should be transferred to Training Division. Effective immediately, commanding officers who become aware that a probationary officer is not progressing at a satisfactory rate, and is in need of remedial training, shall telephonically notify the Commanding Officer, Training Division.

Note: Assigned supervisors shall monitor the remedial training of the unsatisfactory probationer, and coordinate the probationer's progress with Training Division and EODD. Commanding officers shall ensure the concerned supervisors are made aware of this responsibility.

AMENDMENT: This Order amends Section 3/760.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. ALL POINTS BULLETIN - ACCEPTANCE OF MESSAGES AND REPORTING MISSING PERSONS - REVISED. Currently, Area/division records units teletype missing persons broadcasts via the Department Network Communications System (NECS) directly to the Department of Justice, All Points Bulletin (APB) broadcast system. The APB system divides California into three geographical areas (areas 100, 200, and 300) and allows users to send APBs to any one area or any combination of the three areas simultaneously. In recent years, participation by law enforcement agencies in the APB system has significantly declined. For instance, in area 300, which includes Los Angeles County, only six of twelve counties participate in the APB system. Because of the limited coverage of APBs, users should not assume that an APB message will reach all desired locations within a broadcast area.

This Order revises the Department Manual to reflect the Department's current procedures governing the transmittal of APBs via NECS and informs Department employees of standardized NECS teletype formats which have been established to transmit and cancel missing persons teletypes.

Prior to requesting the transmittal of a missing person or crime broadcast via NECS, officers shall verify that the agencies the messages are addressed to are participants in the APB system. Area/division records units shall maintain a list of current APB system subscribers. For broadcasts within Los Angeles County to non-subscribing agencies, a message should be directed to the Los Angeles Sheriff's local broadcast system. Out-of-county messages to a non-subscribing agency should be sent directly to that agency.

When transmitting or cancelling a missing person teletype, Area/division records personnel shall use the NECS standardized teletype format and enter the broadcast number in the appropriate space on the Missing Person Investigation, Form 3.16.

Note: Teletyping of a missing person area broadcast does not fulfill the four-hour notification requirement to the National Crime Information Center (NCIC) when a juvenile under 12 years of age is reported missing or the missing person is the subject of exceptional circumstances (i.e., missing under suspicious circumstances, or persons mentally or physically handicapped).

AMENDMENTS: This Order amends Sections 4/150.10, 4/150.12 and 4/256.50 of the Department Manual.

- III. APPROVED ATHLETIC ACTIVITIES - REVISED. Currently, the Manual does not provide for injured-on-duty (IOD) status for injuries sustained by Department personnel participating in certain athletic events. This Order expands athletic activities approved for IOD status, authorizes the Commanding Officer, Personnel and Training Bureau, to approve additional organized athletic events and locations for purposes of IOD classification, and deletes badminton and flexibility exercise as specifically approved athletic activities.

The following athletic activities are classified as approved for purposes of determining injured-on-duty (IOD) status if performed at an approved location:

- \* Athletic events approved annually for Police Olympics participation by approved team members under the supervision of a Police Olympics coach.

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- \* Athletic events requested for approval by the Los Angeles Police Revolver and Athletic Club/Los Angeles Police Department Athletic Director, recommended for approval by the Commanding Officer, Training Division, and approved by the Commanding Officer, Personnel and Training Bureau.

Note: Recreational athletic events held during Department social activities are not authorized for IOD status in accordance with California Labor Code Section 3600(a)(9).

- \* Basketball. Intradepartmental teams under the supervision of an athletic coach, appointed and approved by the LAPD Athletic Director, or basketball at the Police Academy Gymnasium.
- \* Handball, when wearing eye protectors and padded safety gloves.
- \* Racquetball, when wearing eye protectors.
- \* Running, jogging, bicycling, or walking on courses which start and terminate at a Department facility.

Note: Bicyclists must wear a safety helmet and padded gloves.

- \* Self-defense training under the supervision of a Department approved instructor.
- \* Slow pitch softball (intradepartmental teams only) under the supervision of an athletic coach appointed and approved by the LAPD Athletic Director.
- \* Swimming.
- \* Tennis.
- \* Volleyball.
- \* Wrestling.
- \* Weight training at a Department facility, after receiving the Department's Weight Training Certification.

Note: Approved locations are defined as Department facilities, Training Division, and any other location recommended for approval by the Commanding Officer, Training Division, and approved by the Commanding Officer, Personnel and Training Bureau.

AMENDMENTS: This Order amends Sections 3/772.05 and 3/772.30 of the Department Manual.

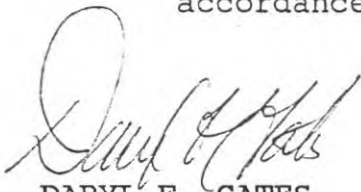
AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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IV. BOOKING OF PASSPORTS. The Office of Special Services has the responsibility for maintaining relations with foreign consulates. This responsibility includes notifying consulates when passports issued by their respective countries are taken into Department custody. Effective immediately, this Order requires a supervisor approving the booking of a foreign passport into the Department property system to indicate extra copy distribution of the reports to the Office of Special Services.

AMENDMENT: This Order amends Section 5/030.66 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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